



**THE DAVID L. LAWRENCE CONVENTION CENTER**  
 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222  
 Telephone (412) 325-6102  
 Fax (412) 325-6009  
[Exhibitorservices@pittsburghcc.com](mailto:Exhibitorservices@pittsburghcc.com)

Office Use Only
Received: _____
Check #: _____
By: _____

**Request for CUSTOM CLEANING SERVICES**

**(Please Print)**

Name of Event _____	Event Dates _____	Booth # _____
Company Name _____	Phone # _____	Fax # _____
Billing Address _____	City/State _____	Zip Code _____
E-mail Address _____		
Authorized By _____	Signature _____	Date _____

There will be a \$30.00 fee for returned checks  
 PAYMENT IN FULL MUST BE RENDERED PRIOR TO DELIVERY OF SERVICE  
 Check, Visa, MasterCard, American Express, & Discover accepted  
 Make checks payable to: **SMG - David L. Lawrence Convention Center**  
**PRICES EFFECTIVE JANUARY 1, THRU DECEMBER 31, 2010**

**ON-SITE BOOTH CLEANING**

**(Cost Calculated by # of Days X Booth Area in Square Footage X Rate)**  
**Example: 2 Days x 100 Sq. Ft. x \$0.25 = \$50.00**

Type of Service	# of Days Service Needed	Booth Area in Square Footage	Standard Rate	On-Site Rate	Total
Daily Vacuum			\$0.25 per sq. ft.	\$0.30 per sq. ft.	\$
				<b>TOTAL</b>	\$

Day/Date of Service

Night prior to show opening \_\_\_\_\_  
 Day 2 \_\_\_\_\_  
 Day 3 \_\_\_\_\_  
 Day 4 \_\_\_\_\_  
 Day 5 \_\_\_\_\_

Taxes not applicable

Periodic Porter Service	Dates Service Needed	Begin Service AM/PM	End Service AM/PM	Total Hours	Rate	Total
Removal of trash and boxes from the booth area every 20 minutes within the time requested. (2 hour minimum)					\$40.00 / hr	\$
					<b>TOTAL</b>	\$

**Note:** • **This service is an additional trash removal service. The trash is removed at the end of every day without ordering this service. To have trash removed, please place in front of booth.**

<b>Total of all services</b>	\$
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**All cleaning services at the David L. Lawrence Convention Center are provided exclusively by Convention Center personnel.**

**Convention Center cleaning personnel will not enter exhibitor booth area unless authorized by this order form.**

Note: Advanced/Faxed order receipts can be obtained at the Service Desk during move-in only.

Send this completed form with payment to the address at the top of the page. Please make check payable to: <b>SMG - David L. Lawrence Convention Center</b> or pay by credit card.	
Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/>	
Card #: _____	Exp. Date: _____ CVV# _____
Print Name _____	
Authorized Signature: _____	

Questions regarding service should be directed to the Customer Services Department:  
 David L. Lawrence Convention Center  
 1000 Fort Duquesne Blvd.  
 Pittsburgh, PA 15222  
 (412) 325-6102  
 (412) 325-6009 fax

