Oncenter Complex
Convention Center • War Memorial
Civic Center Theaters

Custom Cleaning Order Form

Please return to Oncenter
800 South State Street
Syracuse, New York 13202
(315) 435-8000
FAX: (315) 435-8098

Date Rec'd	By:	Payment

Name of Event: _____ Date(s) of Event: _____ Booth #: _____

Firm Name: _____ On Site Contact: _____

Address: _____

Phone #: _____ Fax#: _____

Authorized By: _____ Title: _____ Date: _____

PAYMENT: Check (Payable to Oncenter) / Credit Card (VISA, MasterCard, American Express)

Credit Card Number: _____ Expiration Date: _____

Name on Card:

PAYMENT MUST ACCOMPANY ORDER
ALL ITEMS SUBJECT TO AVAILABILITY
NO GUARANTEED SERVICE FOR ON SITE ORDERS

A 30% SERVICE CHARGE WILL BE LEVIED ON ANY ORDERS ON SITE - PLEASE PLAN AHEAD

Individual cleaning for your booth may be ordered by checking below the services desired.
Charges based upon gross exhibit booth area.

Carpet Cleaning:

_____ Vacuuming (daily before opening of show)

_____ Days (Full) 10'x10' = $40.00 (Minimum)
_____ Days (Full) 10'x20' = $55.00 (Minimum)
_____ Days (Full) 20'x20' = $100.00 (Minimum)

* Any cleaning of an area larger than 20'x20' will be billed at $0.50 / sq.ft.

Floor Tile/ Hard Surface Cleaning:

_____ Exclusive Service: Continuous policing of your area by uniformed personnel (4 hr. minimum per day) $ 20.00/ hour x _____ hrs. = _____

_____ Exhibit cleaning services available upon application; please contact Event Coordinator for services

Should the Oncenter Complex need to clean decorator's carpet, due to lack of equipment/personnel, the decorator will be billed at $0.50 per sq.ft.

Detail Special Instruction / List Additional Days if Required: _____
_____
_____

For Office Use Only

Booth Size: _____ ft. x _____ ft = _____ sf @ _____ psf x _____ days = $ _____
L r: _____ men: _____ hours x _____ days = $ _____
$ _____

Date Rec'd By: Time

Updated 10/9/06
ERS