

THE BALLANTINE GROUP

BOOTH CLEANING REQUEST

Original Order Form and payment in full must be ordered by **Tuesday, April 25, 2017** to take advantage of the advanced rate. Please Fax or Mail order form to:

Ballantine Management Group

2371 Carl D. Silver Parkway, Fredericksburg, VA 22401

Attn: Casey Silversmith

Phone: 540-548-9239

Fax: 540-548-5577

Email: csilversmith@bmg1.com

Show: APWA Mid-Atlantic Chapter		Show Dates: May 1 - 4, 2018		
Conference and Equipment Show				
Location: Fredericksburg Expo & Conference Center, Fredericksburg, Virginia				
Company Name:		Phone No:		
Address:	City:	State:	Zip:	
Ordered by:				
Credit Card Information: () VISA () MC () AMEX () DISCOVER				
Name as it appears on Credit Card:				
Credit Card Number:		Expiration Date:		CVV:
Authorizing Signature:				
Cleaning Services				
	Total Sq. Ft.	Rate per Sq. Ft.	Total # of Show Days	TOTAL amt.
A. Nightly Cleaning Service _____ @ \$.20/sq. ft. X _____ \$ _____ Carpet vacuumed, floor swept, wastebasket emptied. Service starts on the final night of move-in and is provided <i>nightly</i> after show closing. Service ends the night before closing.				
B. One-Time Cleaning Service _____ @ \$.25/sq. ft. X _____ \$ _____ Carpet vacuumed, floor swept, wastebasket emptied. Service is provided ONLY the night before show opening.				
C. Carpet Shampoo _____ @ \$.45/sq. ft. X _____ \$ _____ Service is provided ONLY the night before show opening Shampoo mechanically extracted with solution, overnight air dry. No guarantee on stain removal or on liability for damage. Service available ONLY with 14 days prior notice .				
<ul style="list-style-type: none"> • Orders received later than APRIL 25, 2017 will be assessed a \$30.00 late charge. 				
Late Fee:				\$ _____
Total Amount Due:				\$ _____
For Ballantine Management Group Use Only				
Received By:				
Payment Type:	Visa	MC	AMEX	DISCOVER
				Auth #
Check Number and Amount:				