



Cleaning Services Order Form

Sheraton New York Hotel & Towers
Convention Services Department
811 Seventh Avenue
New York, NY 10019
Tel: (212) 841-6557 Fax: (212) 489-9511

Original order form and payment in U.S. Dollars must be postmarked 15 Days prior to installation date noted below.
If you would like to pay via credit card, please fax this form to 212-489-9511. If you do not receive a secured credit card link within 10 business days, please contact the hotel at (212) 841-6557.

Show Name:		Show Date(s):	
Company Name:		Booth Number:	
Address:	City:	State:	Zip:
Telephone/Fax:	Email:	On Site Contact:	

All cleaning and janitorial services must be performed by the SNY. One Booth equals 100 sq. ft. (10' x 10')

Please Indicate Type of Cleaning Required	DISCOUNT RATE	STANDARD RATE	NO. OF BOOTHS	NO. OF DAYS	=	AMOUNT
<input type="checkbox"/> FIRST DAY CLEANING Cleaning completed in preparation for first day of show	\$50	\$65	X	X 1	=	\$
<input type="checkbox"/> SHOW DAYS CLEANING (AFTER FIRST DAY) Exhibition booth cleaned after each open show day in Preparation for the next show day	\$30	\$45	X	X	=	\$
<input type="checkbox"/> PERIODIC PORTER SERVICE (SHOW HOURS ONLY) Police booth floor/empty wastebaskets throughout show Booth over 3500 sq. ft, call for quote		\$25 per day	X	X	=	\$
<input type="checkbox"/> MISCELLANEOUS RENTALS – Phone Convention Services for equipment and price listing			X	X	=	\$
<ul style="list-style-type: none"> A booth is defined as any 10' x 10' or less space occupied by a single exhibit. For multiple booth exhibits including either meeting suites, peninsula or island type displays, the calculation of cleaning fees below must be made on total booth equivalents occupied by exhibit. NOTE: 8' x 10' calculates as 10' x 10'. The exhibit booth's infrastructure is inclusive of the calculation. There will be a labor charge of \$25.00 added for any orders made out at time of show. 	SNY PAID STAMP			Labor	=	\$
				Subtotal	=	\$
				22% Service Charge (taxable)	=	\$
				8.875% Sales Tax	=	\$
				Total	=	\$

SPECIAL INSTRUCTIONS

SNY USE ONLY

Received By: _____	C.C. Authorization _____	CK# _____	Invoice # _____
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