



# Jacob K. Javits Convention Center

655 West 34th Street  
New York, NY 10001-1188  
212-216-2090  
www.javitscenter.com

## SERVICE ORDER(S) PAYMENT FORM



### Required for Electrical, Cleaning, Plumbing, and Telecommunication Services

(No service will be provided without payment and completion of Section 1 & 2 and the return of this form as well as a booth floor plan, where appropriate, and the order form for the specific service required.)



Customers who choose to pay by check or money order must also supply a valid credit card number. Credit Card charges are limited to \$10,000 per order/invoice. Any order exceeding \$10,000 must be paid by company check. Any balance due during or at the end of the show and does not exceed \$10,000 will be billed directly to the credit card number. The Advance rate will only be valid and processed for orders with payment postmarked, faxed or emailed 15 days prior to the show opening date. By your signature below, you acknowledge and agree to these terms and authorize JKJCC to bill your credit card. **Personal checks or checks drawn on foreign banks are not accepted.** Failure to follow these instructions will result in a delay in services.

Make checks payable to the JACOB K. JAVITS CONVENTION CENTER.

Please return order forms with payment to:

Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001-1188  
Fax: 212-216-4169

Email COMPLETED & SIGNED Service Forms to: services@javitscenter.com

Show Name: (13822) Web 2.0 Expo	Show Booth:	Show Date(mm/yy): Nov. '09
Exhibiting Company Name:		

### Section 1 (Billing Information)

Billing Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Signature: \_\_\_\_\_

### Section 2 (Billing Credit Card expiration date must be valid throughout the event listed above)

American Express     MasterCard     Visa     Diners Club

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Card Holders Name (Print): \_\_\_\_\_

Card Holders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Section 3

Please check here if checks are included.      Email Address: \_\_\_\_\_

For faster ordering with a confirmation call toll-free 1.877.452.8487  
or go to www.javitscenter.com



2009

# Jacob K. Javits Convention Center Cleaning Request Form



This Order Form and payment must be postmarked or faxed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (13822) Web 2.0 Expo Month/Year November 2009

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_ Advance Rate Deadline: November 3, 2009

Event Contact \_\_\_\_\_ Email Address \_\_\_\_\_ I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ALL CLEANING AND JANITORIAL SERVICES MUST BE PERFORMED BY THE JKJCC (minimum charge 100 sq. ft. per booth)

\*\*\*\* Prices subject to change without notice \*\*\*\*

Please Indicate Type of Cleaning Required	Advanced Rate/sq.ft.	Standard Rate/sq.ft.	Booth sq.ft.	Number of Days	=	Amount	JKJCC Use Only
First Day Cleaning Fee <b>(See Reverse Info)</b> Cleaning completed in preparation for the first show day	\$ 0.21	\$ 0.25		1	=	\$	C60
Show Days Cleaning (Does Not Include First Day) Exhibition booth cleaned after each open show day in preparation for the next show day	\$ 0.19	\$ 0.22			=	\$	C61
Shampoo Booth Carpet	\$ 0.40	\$ 0.50			=	\$	C62
Periodic Porter Service <b>(Show Hours Only)</b> Police booth floor/empty wastebaskets. <i>Booth over 3500 sq. ft. call for quote</i>		\$ 47.00/day	100-499		=	\$	C63
		\$ 70.00/day	500-999		=	\$	C64
		\$ 94.00/day	1000-1999		=	\$	C65
		\$ 117.00/day	2000-3499		=	\$	C66
Porter Service (Minimum charge 1 hour)		Rate	No. of Porters	No. of Days	=	Amount	
Full-time Porter Services Complete Wipe Down Service (excludes product) Misc. Porter Services		\$ 30.00 per hour			=	\$	C49
Hazardous Waste Removal		Quantity		Time/Date Req		Amount	
Exhibitors must fill container and supply a MSDS report (SEE REVERSE FOR INFO)	55 Gal. Drum		Call for quote	Call for quote		\$	C51

JKJCC USE ONLY

JKJCC PAID STAMP

Total \$ \_\_\_\_\_

Prices include State and Local Sales Tax

Received By \_\_\_\_\_

Credit Card Authorization # \_\_\_\_\_

Check # \_\_\_\_\_

Invoice # \_\_\_\_\_

Labor # \_\_\_\_\_

Tracking # \_\_\_\_\_

Customer # \_\_\_\_\_

On-site Customer Signature \_\_\_\_\_

See reverse side for instructions and conditions.

Special Instructions

**Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk**  
**For faster ordering with a confirmation call toll-free 1.877.452.8487 or go to [www.javitscenter.com](http://www.javitscenter.com)**

# REQUEST FOR CLEANING SERVICES

## SERVICE ORDER FORM

### 1. Conditions for processing service order forms are:

- a. **Prices subject to change without notice.** PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.
- b. Booth Number(s) must be identified on face of form.
- c. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.

2. Services cancelled prior to installation will be subject to cancellation fees.

3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non receipt of service must be reported to the JKJCC Service Desk each show day for verification and consideration.

4. Unpaid balances subject to past due penalties.

## EXHIBITOR NOTES

### 1. FIRST DAY CLEANING ( OPENING DAY ) INCLUDES:

- a. Vacuuming of carpeted areas.
- b. Sweeping of floor covering other than carpeted surfaces.
- c. Damp mopping of floor covering other than carpet. Specify in "Special Instructions" on front.
- d. Wastebasket and trash receptacle emptying.
- e. EXHIBITORS ARE RESPONSIBLE FOR REMOVING PLASTIC CARPET COVERING AND OTHER OBSTRUCTIONS BEFORE CLEANING CAN BE PERFORMED.

### 2. SHOW DAYS CLEANING ( DOES NOT INCLUDE OPENING DAY )

3-day show = 2 cleanings, 4-day show = 3 cleanings,  
5-day show = 4 cleanings.

Show days booth cleaning services include:

- a. Vacuuming of carpeted areas.
- b. Sweeping of floor covering other than carpeted surfaces.
- c. Damp mopping of floor covering other than carpet. Specify in "Special Instructions" on front.
- d. Wastebasket and trash receptacle emptying.

Services will be performed on designated show days after the show closes for the day.

### 3. HAZARDOUS WASTE REMOVAL

For hazardous waste removal, a copy of the Material Safety Data Sheet (MSDS) report must accompany the containers. MSDS reports can be obtained from the manufacturer. Without the MSDS report the hazardous waste cannot be disposed of without analysis, at an additional cost of \$200.00 US dollars.

### 4. SERVICE POLICY

It is our policy to settle all service, labor and billing disputes as soon as possible. Please report them to the JKJCC Service Desk. If you have questions regarding cleaning services call (212) 216-2090.

## IMPORTANT BUILDING REGULATIONS

1. Cleaning will be performed by JKJCC cleaners only.
2. Booth square footage is subject to verification of show management.
3. Disposal of hazardous waste on JKJCC premises is illegal.

TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.

MAKE CHECKS PAYABLE TO THE JAVITS CENTER  
Please retain a copy for your records.

Return with payment to:  
Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001-1188

Phone 212.216.2090  
Fax 212.216.4169 **(Credit Card Payment Only)**  
[www.javitscenter.com](http://www.javitscenter.com)