



RPM CompleteXPO Services

Meeting The Needs of Today's Events!

411 W. Lake Brantley Rd., Altamonte Springs, FL 32714
 Phone 407-786-EXPO (3976) • Fax 407-786-3977
 E-Mail: info@completexpo.com



November 2nd-3rd, 2011
 Baltimore Convention Center
 Baltimore, Maryland

Porter Service Order Form **Return Deadline: October 14, 2011**

PORTER SERVICE

Porter Service consists of an assigned person emptying the trash at your booth during show hours. Rates are shown below.

Our exclusive cleaning contract for this show will not permit other service contractors to provide this service.

Straight Time	\$ 36.50 per trip, per worker	8:00 am to 4:30 pm Monday through Friday.
Overtime	\$ 54.75 per trip, per worker	After 4:30 pm until 8:00 am Monday through Friday. All day Saturday and Sunday.

Date(s) Required	Time(s) Requested (Time requested is not guaranteed)	# of Workers Requested Per Trip	Estimated Amount
Wednesday, November 2nd	(1)_____ (2)_____ (3)_____ (4)_____ (5)_____ (6)_____ (7)_____ (8)_____		\$
Thursday, November 3rd	(1)_____ (2)_____ (3)_____ (4)_____ (5)_____ (6)_____ (7)_____ (8)_____		\$
Sub-Total			\$
6% MD Sales Tax			\$
TOTAL AMOUNT →			\$

Payment Policy: Payment in full of Porter Service charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

Cancellation Policy: Porter Service orders cancelled before the return deadline will be refunded at 100%. Booth cleaning orders cancelled after the return deadline will not be eligible for refund.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date: