



**GREATER COLUMBUS
CONVENTION CENTER**

**EXHIBITION SERVICES
ORDER FORM**



MANAGED FACILITY

Return to and make check payable to:
**Greater Columbus
 Convention Center
 Client Utilities Dept.
 400 North High Street
 Columbus, Ohio 43215
 614-827-2548/2648
 Fax 614-827-2658**

Name of Exhibition or Show: _____ Booth No. _____
 Firm/Booth Name: _____ Show Dates _____
 Address: _____ Phone No. _____
 City: _____ State: _____ Zip: _____
 Ordered By: _____ Signature: _____ Date: _____
 (Print or Type)

Signature of Requesting Party on order form indicates acceptance of terms and conditions on reverse side.

PAYMENT NOTICE: ADVANCE RATES apply only to orders paid in full and received 12 DAYS PRIOR TO THE FIRST SCHEDULED DECORATOR MOVE-IN DAY
 STANDARD RATES must be paid for all other orders. NO EXCEPTIONS

ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS

**ALL ORDERS MUST BE MAILED, FAXED, ONSITE, OR ONLINE. (www.columbusconventions.com)
 IF FORMS ARE FAXED, PLEASE DO NOT MAIL.**

CLEANING SERVICES

Individual Cleaning for your booth may be ordered by filling in the blanks below. Charges based upon **GROSS** Exhibit size of each booth per day. Cost based on 10 x 10 booth size minimum. Tax rate of 6.75% is applicable*.

(Total square footage of each booth X number of showdays X square footage rate = total cost)

	Total Cost
Vacuuming once before initial opening of show.	
(Sq. Ft. of ea. Booth) _____ X (\$0.25 Sq.Ft. Rate)	_____
Vacuuming once before initial opening of show and daily thereafter (booths under 600 sq. ft. per day).	
(Sq. Ft. of ea. Booth) _____ X (# of days show will be open) _____ X (\$0.20 Sq.Ft. Rate)	_____
Vacuuming once before initial opening of show and daily thereafter (booths over 600 sq. ft. per day).	
(Sq. Ft. of ea. Booth) _____ X (# of days show will be open) _____ X (\$0.15 Sq.Ft. Rate)	_____
Special Janitorial Service \$20.00 per hour	_____
*Cleaning Tax 6.75% (*Tax Rate Subject to Change)	Tax _____
NO VACUUM ORDERS TAKEN ONSITE 1 1/2 HOURS PRIOR TO OPENING OF SHOW.	Total _____

GRAND TOTAL DUE \$ _____

SEE REVERSE FOR CONDITIONS AND REGULATIONS

<p>PAYMENT INFORMATION - Payment Must be in U.S. Funds</p> <p>_____ Check # _____</p> <p>_____ Credit Card/Visa/MC/AE/Discover</p> <p>Complete enclosed credit card authorization form.</p>	<p style="text-align: center;">OFFICE USE ONLY</p> <p>_____ Pre-Order _____ On-Site Order</p> <p>_____ Received By _____ Date:</p> <p>_____ Equipment Installed By _____ Date: _____ Time</p> <p>_____ Posted By _____ Date</p>
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ALL ORDERS MUST BE PAID IN FULL PRIOR TO OPENING OF FIRST DAY OF SHOW

GREATER COLUMBUS CONVENTION CENTER IMPORTANT CONDITIONS AND REGULATIONS

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PAYMENT NOTICE:

ADVANCE RATES apply only to order paid in full and received 12 DAYS PRIOR TO THE FIRST SCHEDULED DECORATOR MOVE-IN DAY
STANDARD RATES must be paid at move-in for all orders. **NO EXCEPTIONS**

ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS BY OPENING OF FIRST DAY OF SHOW

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All terms, conditions, and rates on this form are subject to change at any time without notice.

CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

1. Payment IN FULL, IN U.S. FUNDS must accompany service order form.
2. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slow service installation.
3. No service will be installed until full payment is received.
4. Cancellations:
Refunds will be computed as follows:
 1. After installation of utilities - NO REFUND. Cancellation of exhibitor equipment and/or non-use does not justify refund.
 2. Refunds will be given on preorders up to 3 days prior to move-in of show.
5. Any returned check will have a \$25.00 Returned Check Fee.

ALL REFUNDS WILL BE FORWARDED, BY MAIL OR CREDITED

**ANY DISCREPANCIES OR DEVIATIONS FROM ORIGINAL ORDER MUST BE BROUGHT TO THE
ATTENTION OF THE GREATER COLUMBUS CONVENTION CENTER SERVICE DESK,
PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW!**

RETURN TO & MAKE CHECK PAYABLE TO GREATER COLUMBUS CONVENTION CENTER CLIENT UTILITIES DEPT. 400 NORTH HIGH STREET COLUMBUS, OHIO 43215 614-827-2548/2648 FAX 614-827-2658
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