



**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 1½ HOURS PRIOR TO OPENING OF SHOW.

Total _____

GRAND TOTAL DUE \$ _____

SEE REVERSE FOR CONDITIONS AND REGULATIONS

PAYMENT INFORMATION - Payment Must be in U.S. Funds

_____ Check # _____

_____ Credit Card/Visa/MC/AE/Discover

Complete enclosed credit card authorization form.

OFFICE USE ONLY

_____ Pre-Order _____ On-Site Order

_____ Received By _____ Date: _____

_____ Equipment Installed By _____ Date: _____ Time _____

_____ Posted By _____ Date _____

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
