

Mercedes-Benz Superdome

PLEASE MAKE CHECKS PAYABLE TO SMG

**REQUEST FOR BOOTH CLEANING SERVICE
EFFECTIVE THROUGH DECEMBER 31, 2019**

P.O. Box 52439
New Orleans, LA 70152
Phone: (504) 587-3864
Fax: (504) 587-3504

Email: boothcleaning@smgneworleans.com
**Please Email or Fax two copies with 100% remittance.
Please keep a copy for your records.**

PLEASE TYPE OR PRINT

PLEASE PRINT LEGIBLY AND INCLUDE EMAIL FOR RECEIPT

NAME OF SHOW		ORDERED BY (SIGNATURE)
EXHIBITING FIRM NAME	BOOTH NAME / NUMBER	DATE(S) OF SHOW
ADDRESS	EMAIL ADDRESS	PHONE/CELL/FAX
CITY, STATE, ZIP	ON SITE CONTACT NAME & CELL #	ORDER CONTACT NAME
CREDIT CARD NUMBER ***A 3% CONVENIENCE CHARGE WILL BE ADDED TO ALL CREDIT CARD ORDERS	ORDER DATE	YOUR P.O. NUMBER
EXPIRATION DATE	CARDHOLDER'S SIGNATURE	CARDHOLDER'S NAME (PLEASE PRINT)

IMPORTANT

- *We accept MasterCard, VISA, and American Express cards.
- *Labor: Straight Time 8 am - 3:30 pm, Monday-Friday; Double Time after 3:30 pm, Saturday, Sunday & Holidays
- **PAYMENT NOT RECEIVED 10 DAYS PRIOR TO MOVE IN MUST BE EITHER CASH OR CREDIT CARD.
- ***A 3% CONVENIENCE CHARGE WILL BE ADDED TO ALL CREDIT CARD ORDERS

BOOTH CLEANING			
DUTY	RATE	BOOTH SIZE	AMOUNT
BOOTH CLEANING	.40 per sq. ft. (x)	_____ sq. ft. (x) _____ day(s)	\$ _____

LABOR CHARGES WILL BE IN 4 HR. INCREMENTS. MINIMUM CHARGE 4 HOURS

.....Hrs. Monday - Friday 7:00 am - 3:30 pm
.....ONSITE ORDERS _____

3% CONVENIENCE CHARGE IF PAID BY CREDIT CARD \$ _____

TOTAL ENCLOSED \$ _____

Booth cleaning other than during show hours, please provide instructions below.

