NRG Park Exhibitor Services
Mailing Address: One NRG Park, Houston, TX 77054
Phone: 832-567-1707
Fax: 832-567-1821
Email: exhibitorservices@nrgpark.com

NRG Park is the exclusive cleaning contractor. If you wish to order any of the services listed below, please use this form to pre-order & submit payment online. In our ongoing efforts to safeguard your sensitive information SMG – NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at https://nrgpark.boomerecommerce.com/. SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

### CANCELLATION POLICY
If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL CANCELED WORK IS SUBJECT TO FULL PAYMENT.

### FULL TIME/HOURLY PORTER SERVICE
- **Full Time/Hourly Porter Service**: This service occurs every 2 hours during event hours & event days only. If you have food & beverage service in your booth, this service is HIGHLY RECOMMENDED. If you need a porter at a certain time in your booth, you must order.

### EXHIBIT CLEANING (CARPETED BOOTHS ONLY)
- **Trash removal and vacuuming for carpeted booths is included with booth space purchase.**

### STANDARD PORTER SERVICE
- **Consists of regular trash removal, catering trash removal & wiping counters. Does not include wiping displays or equipment.** This service occurs every 2 hours during event hours & event days only. If you have food & beverage service in your booth, this service is HIGHLY RECOMMENDED. Orders with less than 4 hours per show day requested will not be accepted. This service is provided on show days only.

### FULL TIME/HOURLY DISINFECTION SERVICE
- **Consists of disinfection of high touchpoint surfaces, such as hand rails, door handles, chairs, counters, table tops, etc. Disinfection attendants will not be responsible for disinfection of exhibit displays, setups or the like.** For detailed requests related to this service, please email exhibitorservices@nrgpark.com. If you need a porter at a certain time in your booth, you must order.

### GRAND TOTAL

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**NRG Park Exhibitor Online Ordering at:** https://nrgpark.boomerecommerce.com/