

Custom Cleaning Form

nrg park



Remit to: NRG Park-Exhibitor Services
 Mailing Address: One NRG Park, Houston, TX 77054
 Phone: 832-667-1707
 Fax: 832-667-1821
 Email: exhibitorservices@nrgpark.com

Offshore Technology Conference 2025
 May 5 - 8, 2025
 NRG Park
 Houston, Texas

Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018.

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 COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

Exhibiting Company or EAC Ordering for Exhibitor:	Date:	Booth # (s):	
Street Name:	City:	State:	Zip:
Ordered By:		Phone Number:	Fax Number:

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. **NRG Park requires 24 hour advance notice for all onsite orders.** In the event that your service is not satisfactory, please notify the event's show management immediately. Prices are subject to change without notice.

EXHIBIT CLEANING (CARPETED BOOTHS ONLY)

Trash removal and vacuuming for carpeted booths is included with booth space purchase.
Additional booth cleaning can be purchased at an additional charge as listed below:

STANDARD PORTER SERVICE

Consists of 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. **If you need a porter at a certain time in your booth, you must order Full Time/Hourly Porter Service.**

\$47.50 Per Day (8.25% Sales Tax Included) \$ _____
 _____ x \$ 47.50 per day = _____
 # of Days Subtotal of Standard Porter Service Cost

Dates you would like Standard Porter Service & Special Instructions: _____

FULL TIME/HOURLY PORTER SERVICE

Consists of regular trash removal, catering trash removal (**NOT catering equipment**) & wiping counters. If you have food & beverage service in your booth, this service is HIGHLY RECOMMENDED. **4 hour minimum per show day is required.** Orders with less than 4 hours per show day requested will not be accepted. This service is provided on show days only.

\$19.00 Per Hour (8.25% Sales Tax Included) \$ _____
 _____ x _____ x \$ 19.00 per hour/per day
 # of Days # of Hours Per Day Subtotal of FT Hourly Porter Cost

Dates & Times you would like Hourly Porter Service & Special Instructions: _____

CARPET EXTRACTION/SHAMPOO & MOPPING SERVICES (HARD SURFACE FLOORS ONLY)

Full carpet extraction (shampoo) & Full Mopping is done in the evenings only prior to the first show day on hard surface floors (**REQUIRES 12 HOURS TO DRY**). Price is based on gross square feet of carpet/flooring & includes sales tax. **Please specify if you have a Double Decker booth along with the square footage of each level.**

Double Decker Booth: Yes No

Level One Sq. Ft. _____ Level Two Sq. Ft. _____

One Time Only Full Carpet Extraction: 100 sq. ft. Minimum Required # of Show Days _____ x Booth Sq. Ft. _____ x \$ 0.40 per sq. ft = _____

Full Mopping (Non-Carpeted Booths): 100 sq. ft. Minimum Required # of Show Days _____ x Booth Sq. Ft. _____ x \$ 0.40 per sq. ft = _____

\$ _____
Subtotal of Shampoo or Mop Cost

STANDARD 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 exhibitor displays, setups or the like. For detailed requests related to this service, please email exhibitorservices@nrgpark.com. **This service occurs every 2 hours during event hours & event days only, not at requested times.** If you have food & beverage service in your booth, this service is HIGHLY RECOMMENDED. **IF you need a porter at a certain time or day in your booth, you must order Full Time/Hourly Porter Service.**

\$40.00 Per Day (8.25% Sales Tax Included) \$ _____
 _____ x \$ 40.00 per day = _____
 # of Show Days Total Cost

Show Dates you would like Standard Porter Service: _____

GRAND TOTAL	\$ _____
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