



Lancaster County Convention Center  
 25 South Queen Street, Lancaster, PA 17603  
 P: (717) 207-4000 F: (717) 207-4028

**CLEANING SERVICE ORDER FORM**

Name of Event/Show Name		Event Dates		Booth #
Company Name		Phone Number	Fax Number	
Address	City	State	Zip	
On Site Contact		On Site Contact Cell Phone Number		
Order Placed By	Signature		Date	

**CLEANING SERVICE**

Per Square Foot Per Day Standard	Standard Rate	Quantity	Total
<b>Initial Vacuum or Mopping</b>	\$0.25		\$
Service includes one time vacuum or mop one day prior to event or show day.			
<b>Daily Vacuum or Mopping</b>	\$0.25		\$
Service includes vacuum or mop one day prior to each event or show day, including the first show day, as well as nightly waste basket emptying.			
NOTE: the LCCCA does not provide waste baskets for exhibitors.			
<b>Daily Vacuum or Mopping + Porter Service</b>	\$0.40		\$
Service includes vacuum or mop one day prior to each event or show day, including the first show day, as well as waste basket emptying and booth sweep throughout show hours as needed.			
<b>Shampoo Service</b>	\$0.40		\$
Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.			
			<b>Subtotal</b>
			\$
			<b>PA 6% Sales Tax</b>
			\$
			<b>SERVICE TOTAL</b>
			\$

Completed forms can be returned via fax to (717) 207-4028, emailed to exhibitors@interstatehotels.com or mailed to the address at the top of the page. Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below. If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

VISA      MasterCard      AMEX      Discover

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Print Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

