

# Cleaning Services

The MCCA offers a variety of cleaning services through our exclusive service contractor, American Building Maintenance (ABM).

CLEANING SERVICES (PER SQ. FT. PER DAY)	DISCOUNT	STANDARD
<b>Initial Vacuum or Mopping</b> Service includes one-time vacuum or mop prior to the first event or show day.	\$0.38	\$0.47
<b>Daily Vacuum or Mopping</b> Service includes vacuum or mop prior to each event or show day, including the first show day, as well as nightly wastebasket emptying. Note: The MCCA does not provide wastebaskets for exhibitors.	\$0.27	\$0.34
<b>Daily Vacuum or Mopping + Porter Service</b> Service includes vacuum or mop prior to each event or show day, including the first show day, as well as wastebasket emptying and booth sweep throughout show hours as needed. Note: The MCCA does not provide wastebaskets for exhibitors.	\$0.59	\$0.74
<b>Shampoo Service</b> Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.	\$0.53	\$0.65
<b>Spot Cleaning</b> (1 hour min.)  <i>* For carpet only, cleaners will not touch electronic equipment or screens</i>	\$50.00	\$65.00
<b>Wipe Down Service</b> (1 hour min.)  <i>* For surfaces only, cleaners will not touch electronic equipment or screens</i>	\$50.00	\$65.00
<b>Trash Barrels (55 gallon)</b>  <i>* Can only be purchased with Daily Vacuum + Porter Service</i>	\$40.00	\$40.00

## Terms & Conditions

The MCCA, through its cleaning contractor American Building Maintenance (ABM), is the exclusive provider of all cleaning services.

## FREQUENTLY ASKED QUESTIONS

### Will my booth be automatically vacuumed or mopped prior to the first show day?

Exhibitor booths will not be vacuumed or mopped unless the service is ordered through the MCCA prior to the show opening.

**Do I need to order both the Initial Vacuum and the Daily Vacuum if I want my booth to be vacuumed everyday including the first show day?**

No, it is only necessary to order one vacuuming/mopping service. Daily Vacuum/Mop includes the initial, first day service. The Daily + Porter Service also includes the initial, first day service. Shampoo service, on the other hand, may be ordered alone or partnered with any other cleaning service.

**Is it possible to order the porter service separately from the vacuum or mop service?**

The porter service must be paired with either the daily vacuum or daily mop service and cannot be ordered as a separate entity.

**Is it possible to order the vacuum, mop, or porter service for specific show days?**

The vacuum and mop services can only be ordered for the initial show day cleaning or daily cleaning. Individual days cannot be purchased. Porter service can only be ordered with a daily vacuum or daily mop service.

**Why is the rate on your website different from the rate listed above?**

The service rates are the same on both the form and the online order page; they are just presented differently. The form shows the daily unit price for the service, while the online page shows the total price for the duration of the show.

**If I order cleaning service, when can I expect my carpet to be cleaned?**

If the show you are attending opens in the morning, all of the cleaning usually occurs the night before the show opening. If the show opens in the afternoon, all of the cleaning usually occurs in the morning before show opening. Our cleaning staff will not remove visqueen (the plastic covering) from your carpet; exhibitors are responsible for removing their own visqueen.



## Exhibitor Order Form Cleaning Services

Effective July 1, 2016

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

BASIC CLEANING SERVICES	DISCOUNT RATE (PER SQ. FT. PER DAY)	STANDARD RATE (PER SQ. FT. PER DAY)
1. Initial vacuum or mopping (Before first event day only)	\$0.38	\$0.47
2. Daily vacuum or mopping (For all event days including the first day)	\$0.27	\$0.34
3. Daily vacuum or mopping plus porter service (For all event days, includes periodic wastebasket pick up & sweep of booth during event hours)	\$0.59	\$0.74
4. Trash Barrels (55 gallons) (Can only be purchased with Daily vacuum or mopping + porter service)	\$40.00	\$40.00

Service (Check one)	Type (Check one)	Booth size: Total Sq. Ft.				Rate Per Sq. Ft.	# Of Days	Total Due: \$
		Length	Width	Total Sq. Ft. (90 min.)				
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 3+4	<input type="checkbox"/> Vacuum <input type="checkbox"/> Mop		X	=				\$

OTHER CLEANING SERVICES													
	Scheduled hrs. (1 hr min.)				Total Man hrs.		Discount Rate		Standard Rate		Total Due: \$		
Spot Cleaning							\$50.00		\$65.00		\$		
Wipe Down Service							\$50.00		\$65.00		\$		
Shampoo service (This service requires adequate drying time)	Booth size: Total Sq. Ft.					Discount Rate		Standard Rate				Total Due: \$	
	Length		Width		Total Sq. Ft. (90 min.)		(Per Sq. Ft. per day)		(Per Sq. Ft. per day)				
		X		=		\$0.53		\$0.65				\$	
											Total Due: \$		
SIGNATURE													

SIGNATURE \_\_\_\_\_

To pay with a Discover, MasterCard, Visa or American Express, you may order online at [www.signatureboston.com](http://www.signatureboston.com).  
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210  
617.954.2230 [EXHIBITORSERVICES@SIGNATUREBOSTON.COM](mailto:EXHIBITORSERVICES@SIGNATUREBOSTON.COM) TAX ID#: 042768982

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Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex: