



FILO Janitorial
 Booth Cleaning Services
 PLEASE MAIL OR FAX FORM WITH PAYMENT TO:
 FILO Productions
 1810 Como Ave., St. Paul MN 55108
 Phone: (651)698-2300 Fax: (651)286-3356



Event Name: 2014 NBA All-Star Jam Session		Advance order rate		Name/Booth #	
Event Date: February 13-16 2014		1/24/2014			
Exhibiting Company Name:					
Street Address:				City/State/Zip	
Ordered By:	Print Name:	Phone #:	Fax #:		
Email:			Onsite Contact:		
Payment INFO: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Check # _____					
Credit Card # _____ Exp. Date ____ / ____ 3 or 4 digit Security _____					
Card Holder Name: _____			Billing Address _____		
Signature _____			City/State/Zip _____		

FLOOR CLEANING MINIMUM REQUIREMENT: 100 sq ft – All rates are for all show days NOT per cleaning

Service Description	Booth Sq Footage	X	Advance Rate	or X	Show Rate	=	Total
Vacuum and Empty Trash		x	\$0.50	x	\$0.60	=	
Damp Mop (if the NBA is providing sportcourt floor there is no charge to damp mop)		x	\$0.30	x	\$0.40	=	
Shampoo Carpet		x	\$0.60	x	\$0.70	=	

Booths will be cleaner before the opening day and each night

PERIODIC ATTENDANT SERVICE - All rates are for all show days NOT per cleaning

Service Description	# of Attendants	X	Advance Rate	or X	Show Rate	=	Total
Periodic Attendant (up to 1000 sq ft)		x	\$150.00	x	\$250.00	=	
Periodic Attendant (1001 to 3000 sq ft)		x	\$250.00	x	\$350.00	=	
Periodic Attendant (3001sq ft and up)		x	\$350.00	x	\$450.00	=	

Periodic Attendant Service is performed by a cleaning attendant approx. every ninety (90) minutes.

ALL DAY ATTENDANT SERVICE – based on having an attendant there 33 hours total

Service Description	# of Attendants	X	Advance Rate	or X	Show Rate	=	Total
All Day Attendant (up to 1000 sq ft)		x	\$660.00	x	\$825.00	=	

Sub total _____
GRAND TOTAL _____

Booth cleaning is NOT part of your Booth Package. If you would like your booth cleaned out each night, services must be ordered by filling out this form. Booth Cleaning Services ordered at show site will be charged at Show Rates. If you plan to serve food and/or beverage in your area, it is strongly recommended that you order All Day Attendant Service

By Signing and returning this form the customer agrees to all terms and conditions on this form and related documents.

In order to receive Advanced rates this form must be completed and full payment must be sent to FILO Productions Inc. no later than January 24th, 2014. All orders will be processed at the show rate. Review document before departure. No credits will be offered after the close of the show. Cancellation fees may apply. Prices are subject to change. By providing fax number and Email address, exhibitor gives FILO Productions, Inc. the permission to contact exhibitor via Email and/or Fax.



FILO Production, Inc.
BOOTH CLEANING INFORMATION

General

FILO Productions Inc. is the exclusive cleaning partner for the NBA Jam show floor. No other cleaning is allowed other than initial wipe down. Cleaning begins on the First day of load in and continues until the final cleaning after load out.

Booth Cleaning

Booth cleaning is performed each night at the exhibitor's expense. Cleaning consists of vacuuming of carpet and emptying trash cans. Payment must be received prior to event; otherwise exhibitors must contact FILO Productions, Inc. Booth cleaning will not be performed if plastic has not been removed from your booth the night before the event begins.

Periodic Attendant Service

Periodic Attendant Service is a service performed by a cleaning attendant approximately every ninety (90) minutes. The service consists of emptying trash cans and pan sweeping your booth area.

All Day Attendant Service

All Day Attendant Service consists of a cleaning attendant on duty at your booth for all hours of operation. The Attendant will constantly pan sweep and empty garbage cans in your booth area. If you will be serving food and/or drink in your booth area we strongly suggest you request All Day Attendant Service.

FILO Productions Inc. shall not be liable to render any liability, claim loss, damage (direct or consequential) or expense of any kind or nature caused, directly or indirectly, by the services or any inadequacy thereof for any purpose, delay in providing or failure to provide any thereof, or any interruption or loss of service or use thereof, or any loss of business, or any damage whatsoever and however caused by FILO Productions, Inc. shall not, by virtue of having rented the equipment under this contract, be deemed to have made any representation or warranty, whether written or oral or expressed or implied as to the condition of, or as to the quality of the services.