



Register Here for Online Ordering...
<http://valleyexpodisplays.com/page/register>
 EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM
 FAX: 815.873.1544

**BOOTH & EXHIBIT
 PORTER SERVICE
 ORDER FORM**

Wisconsin State Music Conference 2019
Monona Terrace, October 24-25, 2019

DISCOUNT PRICE DEADLINE:
 October 1, 2019

Orders with payment in full must be received by October 1, 2019, for discounted prices.

Submit this form if you want to order Valley Expo & Displays cleaning service for your booth in order to maintain booth cleanliness post set-up or throughout the entire event. Prices are based on total square footage of booth regardless of area to be cleaned.

Standard Booth Size (8' x 10' & 10' x 10') = Square Footage (80 & 100 square feet per booth)

Carpet Vacuuming: Booth carpeting is clean upon installation; however, vacuuming services are available. Charges are based on booth square footage. Display installation can result in soiled carpet; therefore, we recommend ordering vacuuming at least once prior to show opening.

**Carpet
 Vacuuming**

	Sq. Ft.	X	Discount	Standard	=	Total
Once Prior to Show Opening	_____		\$ 0.60	\$ 0.80		_____
2 Days - Prior to Show Opening Each Day	_____		\$ 1.10	\$ 1.45		_____

Porter Service: Includes wipedown & dusting of all display surfaces and furnishings, and emptying of wastebaskets nightly.

**Porter
 Service**

	Sq. Ft.	X	Discount	Standard	=	Total
Once Prior to Show Opening	_____		\$ 0.60	\$ 0.80		_____
2 Days - Prior to Show Opening Each Day	_____		\$ 1.10	\$ 1.45		_____

Exhibiting Company Name: _____

Booth Number(s) _____

Subtotal	\$	_____
5.5% Sales Tax	\$	_____
Total	\$	_____

Must include Recap of Cost and Payment Form along with order form.

