

BOOTH & CARPET CLEANING

International Converting Exhibition and Conference

F126741021

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 28, 2021

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor. Minimum 100 square foot order for all cleaning services.

If you have any issues at all regarding cleaning during the show, please contact the Service Desk immediately so we can make it right. Please do not wait until the end of the event.

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will get dirty during the move in process due to debris in the air, aisles and other exhibitors. It is always recommended to order a one time vacuuming prior to the show opening.

Booth Vacuuming

VACUUM ONCE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47050	0-399 sq. ft.		\$0.42	\$0.50	\$0.55	
47051	400-900 sq. ft.		\$0.40	\$0.45	\$0.50	
47052	900+ sq. ft.		\$0.35	\$0.40	\$0.45	

VACUUM DAILY						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47055	0-399 sq. ft.		\$1.26	\$1.45	\$1.65	
47056	400-900 sq. ft.		\$1.15	\$1.30	\$1.50	
47057	900+ sq. ft.		\$1.05	\$1.20	\$1.35	

Porter Service

Includes emptying wastebaskets within the booth every two hours during the show.

PORTER SERVICE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47030	One Time Porter		\$0.40	\$0.45	\$0.50	
47031	Daily Porter		\$1.25	\$1.45	\$1.65	

Specialty Services

MOPPING & CARPET SHAMPOOING						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47042	Mop One Time		\$0.55	\$0.65	\$0.70	
47022	Mop Daily		\$1.40	\$1.60	\$1.80	
47013	Shampoo One Time		\$0.55	\$0.65	\$0.70	

DISPLAY WIPE DOWN (CHARGED PER HOUR)						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47043	One Time		\$79.17	\$91.05	\$102.00	
47044	Daily		\$79.17	\$91.05	\$102.00	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.50%
AMOUNT DUE	\$ _____

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq. ft. regardless of area being cleaned. Minimum order of 100 sq. ft. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No refunds once the service has been performed in your booth. Cancellations must be received in writing prior to 48 hours of 1st day of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

EXHIBIT DISINFECTING SERVICES

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Clean + Disinfecting Services—specialized protocols to combat biological threats.

In response to the COVID-19 crisis, we elevated our cleaning services to ensure we effectively neutralize environments and safeguard participants from unwanted germs. Following GBAC Star accreditation guidelines and utilizing cleaning products approved by government regulatory agencies, we are committed to the highest standard of cleaning and disinfecting solutions.

As the General Services Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide sanitizing or electrostatic fogging services on the show floor. Minimum 100 square foot order for all cleaning services. If you have any issues at all regarding cleaning services during the event, please contact the Shepard Service Desk immediately so that we can make it right. Please do not wait until the end of the event.

Display Wipe Down with Sanitizing Disinfectant

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47070	One Time Wipe Down Disinfectant		\$82.22	\$94.55	\$105.90	

Disinfectant and sanitizing of furniture and product delivered to booths. Service provided one time prior to show open.

CODE	ITEM	SERVICE	ONLINE	DISCOUNT	REGULAR	TOTAL
47071	Daily Wipe Down Disinfectant		\$224.22	\$257.85	\$288.80	

Disinfecting and sanitizing of furniture and product delivered to booths. Service provided each day of the event, prior to show open. Cost covers service for each day of the event.

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47072	Multi Visit Wipe Down Disinfectant		\$74.74	\$85.95	\$96.25	

Disinfecting and sanitizing of furniture and product delivered to the booths. Service times to be pre scheduled by exhibitor throughout event open days. Minimum order of two (2) visits per day. Each visit billed by hour. **Please provide cleaning schedule to orders@shepardes.com. Include show name, company name, booth number, onsite contact name and cleaning schedule broken down by days and times.**

Electrostatic Fogging

CODE	ITEM	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47073	Electrostatic Fogging per Sq. Ft.		\$0.84	\$0.95	\$1.05	

Nightly fogging of exhibit area and equipment for all event open days. Electrostatic Fogging services may only be performed when booth and surrounding area is clear of people. Fogging is a mist and the exhibitor is responsible for protecting electrical equipment and other fragile/sensitive items.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.50%
AMOUNT DUE	\$ _____

Shepard is not responsible for any damage, discoloration etc. of exhibit items resulting from disinfecting or fogging chemicals. Disinfecting wipe down is a minimum of one hour. Electrostatic fogging services are based on total booth sq. ft. regardless of area being cleaned. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no refunds once service has been performed. Cancellations must be received in writing 24 hours prior to first exhibitor move in day.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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BULK WASTE REMOVAL

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Abandoned Carpet/Floor Coverings and Display Materials

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out. Exhibitors who abandon floor coverings and/or displays, leave large or heavy amounts of trash will be charged labor plus disposal fees for Shepard to remove the materials. The rates for this service are shown below. If you need to dispose of your exhibit, carpet, padding, or other large/heavy materials, please pre-arrange the removal with us!

Labor and Forklifts will be billed per man hour. Dumpster fees will be billed per amount of space used. All related disposal fees will be added to the payment method on file.

Labor

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
68066	Labor - Straight Time		\$79.15	\$91.00	\$101.90	
68067	Labor - Overtime		\$102.40	\$117.75	\$131.90	
68068	Labor - Double Time		\$158.35	\$182.10	\$203.95	

Forklift

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	5k Forklift - Straight Time		\$208.95	\$240.30	\$269.15	
35039	5k Forklift - Overtime		\$234.95	\$270.20	\$302.60	
35067	5k Forklift - Double Time		\$288.75	\$332.05	\$371.90	

Dumpster Fee

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35330	Per Full Dumpster		\$525.00	\$603.75	\$784.90	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.50%
AMOUNT DUE	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Standard" pricing.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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