

**Show Dates:** September 10-12, 2025

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Discount deadline: August 22, 2025

# NEED A CUSTOM BOOTH?

click here

## NEED **SHIPPING TO AND FROM** A TRADESHOW?



click here

#### **NEED ANYTHING?**

Phone: 305-751-1234 Fax: 305-751-1298

## **Exhibitor Service Manual**



# **Cleaning Form**

#### PLEASE INDICATE THE SERVICES NEEDED

All rates based on Gross Booth/Display Area, 100 square foot minimum.

Food service cleaning is mandatory every 2 hours when you serve food in your booth.

#### Carpet Vacuuming -

CHECK IF NEEDED	Rate per (Sq. Ft.)	Booth Size (Sq. Ft.)	# Days (# days needed)	Total Due			
	\$ 0.72						

Specify Dates Needed:

#### Food Services Cleaning - to include trash/food removal & sweeper/vacuum

CHECK IF NEEDED	Times per Day	Rate	# Days (# days needed)	Total Due			
		\$ 62.50					

Specify Dates Needed:

#### Porter Service - Trash Removal (2 Hour Intervals)-

CHECK IF NEEDED	# of Booths	Rate	Times per Day	# Days (# days needed)	Total Due
	1 - 5 Booths	\$ 72.50			
	6 <b>-</b> 15 Booths	\$ 88.50			

Specify Dates Needed:

#### Exhibit Cleaning

Our Exhibit Cleaning & Dusting service provides a quick and efficient wipe-down of surfaces and dust removal to ensure your space stays neat and professional throughout the event.

CHECK IF NEEDED	# of Days	Rate	Specify Date Needed	Total Due			
	Daily	\$ 40.50					
	1 Time Only	\$ 53.00					

Specify Dates Needed:

Fax:

Company Name: Contact Name:

Amount 7% TAX Amount Due

Booth #: Email: Phone:

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.



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# **Booth Disposal**

All exhibitors and EAC (exhibitor appointed contractor) are responsible for removing all crates, cartons, and materials from the event site upon show conclusion. Failure to do so will result in a disposal fee of \$10.00 per Sq. Ft or a minimum labor charge of \$1,000.00, whichever is greater.\*

\*All rates are based on Gross Booth/Display Area i.e. a 20'  $\times$  20' booth equals 400 square feet. The fee calculation would be 400  $\times$  \$10.00 = \$4,000.00 + Applicable tax.

This fee is design to cover the costs associated with the removal and disposal of any items left behind, ensuring a smooth transition for our event space.

Booth Dimensions (ft.)	(Ft.) LENGTH X WIDTH = Sq. Ft.												
What is your booth size?			Χ	=									

IMPLEMENTING A DISPOSAL FEE PROMOTES CLEANLINESS, EFFICIENCY, AND FAIRNESS BY COVERING REMOVAL COSTS, MAINTAINING A CLEAN EVENT SPACE, ENCOURAGING PROMPT ITEM REMOVAL, AND ENSURING EQUITABLE CHARGES.



ANY QUESTIONS OR REQUIRED INFORMATION ABOUT OUR DISPOSAL FEE POLICY, PLEASE FEEL FREE TO CONTACT US:

Company Name: Booth #:

Please return along with payment policy via email to info@expocci.com or via fax 305-751-1298.