

Show Dates: September 10-12, 2025

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Discount deadline: August 22, 2025

A CUSTOM BOOTH?

click here

NEED SHIPPING TO AND FROM

"EINGISTICS

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 - 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:

Company Name:
Contact Name:

Amount
7% TAX
Amount Due

Email:

Booth #:

Fax:

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 $400 \times 10.00 = 44,000.00 + \text{Applicable tax}$.

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?			Х	=						

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.