



EMBASSY SUITES

HOTELS®

KANSAS CITY – PLAZA

220 W 43RD STREET | 64111

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32ND NATIONAL MEDIA MARKET - CLEANING REQUEST FORM

DEADLINE: OCTOBER 10, 2010

Complete & return this form for Exhibiting Suites only

Company Name:

Suite#:

Contact Name:

Phone#:

The Embassy Suites provides daily cleaning/refreshing of your Exhibit Suite from the night prior to show opening through show closing. Two options are available for Suite cleaning. Please select one of the following:

_____ CLEAN the Exhibit Suite & refresh the linens in the **morning**, between **6:30 – 8:30 am** on October 26, 27 and 28, 2010.

_____ CLEAN the Exhibit Suite & refresh the linens in the **evening**, between **6:30 – 9:00 pm** on October 26 and 27, 2010.

IMPORTANT: Suite exhibitors **must** complete and return this form to the Embassy Suites by **October 10, 2010** in order to receive this service.

If you do not respond by **October 10, 2010**, a Suite cleaning time will be assigned to you. Any changes to the time you selected or have been assigned will result in a \$100 per day change fee.

Notes:

- Fresh linens may be requested by calling Housekeeping.
- If your Suite is not available for cleaning during the time you selected, you will receive fresh linens only.
- If you have a special request, the Embassy Suites will make every effort to accommodate it, but a cleaning assessment fee may be required. Indicate any special requests below:

Please fax this completed form by October 10, 2010 to

Kristen Kramer

Fax: (816) 531-1823

Email: kristen.kramer@hilton.com