CLEANING SERVICES ORDER FORM

Please complete this form and return **no later than 14 days prior** to the hiring period of the event to:

Exhibitor Services, International Convention Centre Sydney (ICC Sydney)
Phone: +61 2 9215 7373 **Email:** exhibitionservices@iccsydney.com

BILLING CONTACT DETAILS

Contact name:

Company:

Address:

Suburb: **Postcode:**

Phone: **Email:**

Name of event: **Event dates:**

Location within ICC Sydney: **Stand name:** **Stand no:**

STAND CLEANING

Dedicated ICC Sydney staff clean the public areas (aisles, foyers and amenities) throughout the operational hours of the event. ICC Sydney staff are not responsible for cleaning exhibitor stands until after this form has been completed and returned with full payment prior to the event. Additional cleaning services are charged according to specific stand requirements.

Type of Service	Requirements		Total Amount
	Stand Size in m^2	No. of Days	
Stand cleaning • Cleaning of open and guest-facing areas of the stand • Vacuuming of carpet and hard floors • Mopping of hard floors • Wiping down of benches and tables			**$**

RATES

	Exhibition Stand <20sqm	Exhibition Stand 20-60sqm	Exhibition Stand 60-100sqm	Exhibition Stand 100-140sqm
Monday to Friday	$56.50	$84.75	$113.00	$169.50
Saturday	$67.50	$101.25	$135.00	$202.50
Sunday	$70.50	$105.75	$141.00	$211.50
Public holiday	$103.50	$155.25	$207.00	$310.50

*For stands in excess of <140sqm please send through the stand plan for a customised quote.

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WASTE REMOVAL SERVICES – SUMMARY OF COSTS (Please complete the following table if you require waste removal services.)

Type of Service	Rate	Number Required	Total Cost
Landfill skip bin: (skip bin size: 27m³)*	Price on application		**$**
Recycle skip bin: (skip bin size: 27m³)* includes cardboard, untreated timber and steel/metal	Price on application		**$**

*Final charges are according to usage in quarterly increments. Deconstructed, flat-packed and wrapped pallets only.

ADDITIONAL SERVICES - CLEANING (Price on application)

Additional cleaning services can be provided (Price on application)

- ☐ Carpet Extraction
- ☐ Window washing
- ☐ Floor machine scrubbing

TERMS AND CONDITIONS

All services must be prepaid to exhibitor services by credit card, cash, EFT or company cheque made payable to ICC Sydney at least five business days prior to the move-in of the event. No refunds will be given if the service is cancelled within this time or if the service is not used. Amounts quoted in this order are inclusive of GST (Goods and Services Tax).

Stand Cleaning does not include stain or scuff-mark removal.

All request forms must be received no less than 14 days prior to the move in of the event. Late fees may apply to services requested outside this time.

NOTE: This form will not be processed unless all information is complete.