



EXHIBITOR FORM

Please Complete and Fax To: 519-661-5990
 For Information Contact: 519-661-6200 Toll Free: 1-800-203-1992
 Email: csr@londoncc.com

Function: _____	Date: _____	Booth No: _____
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Company Name: _____ Street Address: _____ Postal/Zip Code: _____ Telephone: _____	Contact Name: _____ City, Province: _____ Email: _____ Fax: _____
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CLEANING SERVICES ORDER FORM – C105	ES/CS
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General cleaning of show AISLES (removal of aisle refuse, refuse from aisle containers and daily vacuuming) is provided by the LCC Event Services Team. Cleaning of INDIVIDUAL EXHIBIT BOOTHS is the responsibility of the exhibitor and can be arranged.

A. CARPET CLEANING

Steam Cleaning	0.50 ¢ /sq. ft. x _____	Square Feet x _____	Day =	\$ _____
Specify Date and Time: _____				
Section A Subtotal				\$ _____

B. BASIC CLEANING SERVICE

Vacuuming, dusting and emptying refuse containers 100 sq. ft. minimum

Pre Show Cleaning	0.20 ¢ /sq. ft. x _____	Square Feet x _____	Day =	\$ _____
Daily Cleaning	0.15 ¢ /sq. ft. x _____	Square Feet x _____	Day(s) =	\$ _____
Specify Date (if applicable): _____				
Section B Subtotal				\$ _____

C. FULL CLEANING SERVICE

Vacuuming, dusting and emptying refuse containers and exterior cleaning/polishing of windows and/or mirrors 100 sq. ft. minimum

Pre Show Cleaning	0.25 ¢ /sq. ft. x _____	Square Feet x _____	Days =	\$ _____
Daily Cleaning	0.20 ¢ /sq. ft. x _____	Square Feet x _____	Days =	\$ _____
Specify Date (if applicable): _____				
Section C Subtotal				\$ _____

Subtotal (Section A + Section B +Section C)	\$ _____
13 % HST (#R136385242)	\$ _____
TOTAL AMOUNT PAYABLE	\$ _____

The above rates are based on **GROSS BOOTH AREA** - Additional charges would be pending for carpets in need of special attention due to food sampling demonstrations, hair, wood, metal shavings, grease or oil.

METHOD OF PAYMENT: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express		Expiry Date: _____
Credit Card Number: _____		Name on Card: _____
Signature: _____		
Date: _____		(Please Print Clearly)

Please retain a copy for your records and return original with payment

EXHIBITOR FORM

CLEANING SERVICES – C105

CONDITIONS & REGULATIONS

1. Disposal of excessive garbage/recycling materials may result in an applicable eco fee.
 2. Disputes concerning service must be filed by the exhibitor with the LCC Event Services Team prior to the close of the show.
 3. Payment Terms:
 - a) Payments must accompany all Service Orders. No Service Order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy payment requirement or services will not be provided. Current show balances and/or charges incurred for additional services must be paid in full prior to show opening or services will be disconnected. No exceptions please.
 - b) Only American Express, Mastercard and VISA credit card transactions will be accepted.
 - c) Refunds for overpayment will be processed by the LCC within thirty (30) days after the show closing date.
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