



Cleaning Services and Waste Removal Order Form

The Sydney Convention and Exhibition Centre offer exhibitors a wide range of cleaning services.

Please indicate your requirements and return this form, along with your completed Exhibitor Account Form, no less than 14 DAYS PRIOR to the move-in of the event to:

Exhibitor Services
Sydney Convention and Exhibition Centre
Telephone: (02) 9282 5499 Fax: (02) 9288 6463 Email: exhibitorservices@scec.com.au

Name of Event: _____ Date: _____ to _____

Stand Name: _____ Stand Number: _____

Stand Cleaning Services – Summary of Costs

Vacuuming of exhibition stands is included in the cost of exhibiting. Stands are vacuumed at the end of the last move-in day and at the end of each operational day. Only waste left in the aisles at the end of each operational day will be removed.

All other cleaning services are charged as per specific stand requirements with a minimum cost of \$143.00 (including GST) per day.

Type of Service	Requirements		Rate	Amount
	Quantity m2	No. of days		
Hard floor mopping larger than 10m x 10m			P.O.A	\$
Wiping and/or dusting surfaces (tabletops, counters, furniture, walls)			P.O.A	\$
Carpet shampoo			P.O.A	\$
Window washing			P.O.A	\$
Other* : _____			P.O.A	\$
				\$ _____

*Please specify type of equipment or surfaces to be cleaned.

NB: You may be contacted by our Waste and Environmental Services Department for further details.

Waste Removal Services – Summary of Costs

Please complete the following table if you require waste removal services. Upon receipt of your request you will receive a service order confirmation by fax, detailing the charges for the requested service.

Type of Service	Rate	Number Required	Total Cost	Delivery: Time and Date	Collection: Time and Date
Landfill Compactor: (compactor size: 23m³)*	\$798.00	_____	\$ _____	_____am _____pm	_____am _____pm
				____/____/____	____/____/____
Recycle Compactor: (compactor size: 23m³)* includes cardboard, untreated timber and steel/metal (by prior arrangement only)	\$759.00	_____	\$ _____	_____am _____pm	_____am _____pm
				____/____/____	____/____/____

*Final charges are according to usage in quarterly increments.

Please note: This form will not be processed unless the above information is completed and supplied along with your Exhibitor Account Form.

Terms and Conditions

Upon receipt of your request you will be sent a service order confirmation detailing the charges for the requested services, please note that this form will not be processed unless all of the information is completed and a copy of the Exhibitor Account Form has been returned.

All services must be prepaid to EXHIBITOR SERVICES by credit card, cash, EFT or company cheque (made payable to DHCE Pty Ltd) at least three (3) business days prior to the move-in of the event. Any order that is not received prior to this date will incur a 20% late fee. A full cancellation charge will apply after 10:00am, three (3) business days prior to the first day of move-in. Amounts quoted in this correspondence are inclusive of GST (Goods and Services Tax).