

# Cleaning Services and Waste Removal Order Form

The Sydney Convention and Exhibition Centre offers 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. All stands are vacuumed at the end of the last move-in day and vacuumed at the end of each operational day. Mopping of stands with floor areas up to 10m x 10m (100m<sup>2</sup>) is also carried out at the end of the last move-in day and at the end of each operational day. Stands with floor areas greater than 100m<sup>2</sup> that require mopping may incur additional costs.

Additional cleaning services are charged according to specific stand requirements, with a minimum cost of \$156.00 (GST inclusive) per day. Weekend surcharges may apply.

Type of Service	Requirements		Rate	Amount
	Quantity m <sup>2</sup>	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.

Type of Service	Rate	Number Required	Total Cost	Delivery: Time and Date	Collection: Time and Date
Landfill Compactor: (compactor size: 23m <sup>3</sup> )*	\$891.00	_____	\$_____	_____am _____pm	_____am _____pm
				____/____/____	____/____/____
Recycle Compactor: (compactor size: 23m <sup>3</sup> )* includes cardboard, untreated timber and steel/metal (by prior arrangement only)	\$792.00	_____	\$_____	_____am _____pm	_____am _____pm
				____/____/____	____/____/____

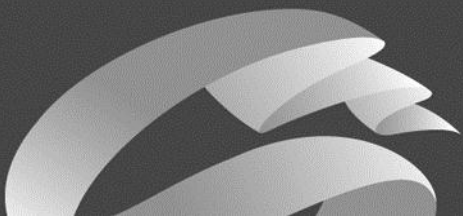
\*Final charges are according to usage in quarterly increments.

## Terms and Conditions

Upon receipt of your request, you will be sent a service order confirmation detailing the charges for the requested services.

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. Orders received or changed after 10:00am, three (3) business days prior to the move-in date will be undertaken at the Centre's discretion and if deliverable, will incur a 20% late notice fee. No refunds will be given if the service is cancelled within this time or if the service is not used. Amounts quoted in this correspondence are inclusive of GST (Goods and Services Tax).

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



# Exhibitor Account Form

Please attach all Service Order forms and return along with this form no less than 14 DAYS PRIOR to the move-in of the event to:

**Exhibitor Services**

**Sydney Convention and Exhibition Centre**

Phone: (02) 9282 5499

Fax: (02) 9288 6463

Email: [exhibitorservices@scec.com.au](mailto:exhibitorservices@scec.com.au)

**Contact Details:** *(Please print)*

Mr / Ms /

Miss / Mrs

First Name:

Surname:

Position:

Company:

ABN:

Stand Name:

Stand No:

Postal Address:

Suburb:

Phone:

Postcode:

Fax:

State:

Mobile:

Country:

Email:

**Summary of Services:** *(Please check boxes of services you are paying for)*

	<i>(Charge Amount)</i>
<input type="checkbox"/> Phone Services	\$ _____
<input type="checkbox"/> Internet Services	\$ _____
<input type="checkbox"/> Cleaning Services & Waste Removal	\$ _____
<input type="checkbox"/> Water / Compressed Air	\$ _____
<input type="checkbox"/> Centre Account Card	\$ _____
<input type="checkbox"/> On-stand Catering	\$ _____
<input type="checkbox"/> Rigging Services	\$ _____
<input type="checkbox"/> Audio Visual Services	\$ _____
<b>Total Charge:</b>	<b>\$ _____</b>

**Payment Details:**

Total Charge: \$ \_\_\_\_\_

CREDIT CARD     EFT\*     CASH     CHEQUE (made payable to DHCE Pty Ltd)

Card Type:  VISA     AMEX     DINERS     MASTERCARD

Please note: applicable merchant fees will be applied to all credit card payments.

Visa – 1.82%    Amex – 2.81%    Diners – 3.44%    MasterCard – 1.82%

Card Number: \_\_\_\_\_

Expiry: \_\_\_\_/\_\_\_\_

Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_

**\*EFT Banking Details:**

<b>BANK:</b>	Australia and New Zealand Banking Group Limited	<b>ACCT NAME:</b>	Sydney Harbour Foreshore Authority - SCEC Banking Account
<b>BSB:</b>	012-100	<b>ACCT NO:</b>	8370 13524

**Please note: this form will not be processed unless the above information is completed.**