@ The International Centre
6900 Airport Road, P.O. Box # 2, Mississauga, ON L4V 1E8
FAX: 416-548-7434
E-mail: cguardado@hsholdings.ca

CLEANING SERVICES ORDER FORM

Section 1 **Show and Company Information**

Event: _____ **Event Dates:** _____

Company Name: _____

Address of Cardholder: _____

City of Cardholder: _____ **Prov./State:** _____ **Cardholder: Postal Code/Zip Code** _____

Phone: _____ **Ext:** _____ **Fax:** _____

Email: _____ **Contact Person:** _____

Signature: _____ **Date:** _____

Booth #: _____ **Total Square Feet:** _____

NOTE:
Rates are calculated by total Booth square footage (includes cleaning of floors and emptying wastebaskets nightly).
Additional charges would be pending for carpet in need of special attention due to food sampling demonstration(s), wood, metal or form shavings, grease or oil.
Porter service and additional exhibit cleaning is also available please inquire for arrangements.
Please insure any protective floor covering is removed by 4:00pm on the last move in date.
H&S will not be responsible for removal of floor covering.

All orders must be received and paid in full one (1) week prior to your move-in date.

Section 2 **Initial Cleaning done the night before the show opens the 1st day**

Sq. Ft.		Rates per			Total
100 - 600		$0.22		x 1 day	
601 - 1000		$0.21		x 1 day	
1001 and over		$0.20		x 1 day	

Section 3 **Nightly Cleaning (any added requested cleaning). Please indicate nights.**

Sq. Ft.		Rates per			Total
100 - 600		$0.19		x # of days	
601 - 1000		$0.18		x # of days	
1001 and over		$0.16		x # of days	
Carpet Cleaning - min. of $70.00 charge		$0.32		x # of days	
Rental of 35 Gallon Waster Container/Liner		$22.00 / day		x # of days	
Please list any special added services needed (subject to charges)					
				Sub-total	
				+ HST - 13% tax	
				TOTAL	

Required Cleaning Dates:

Section 4 **Payment Information**

All orders must be received and paid in full at least 7 days prior to the move-in date.
A 25% surchage will apply to all orders received after this date.
Incomplete orders cannot be processed.
H&S reserves the right to recalculate orders not calculated accurately.

Please Note: **Bank Transfers: please add a $30.00 bank service charge to the final total.**

Payments - circle one **Visa** **MasterCard** **American Express** **Cheque: Payable to H&S Holdings Inc.**

Card #: _____

Expiry Dates: _____ **CVV:** _____

Cardholders Name: _____ **Signed:** _____

I authorize any unpaid balance on this card.