

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

## CONTACT DETAILS

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Name of event:** \_\_\_\_\_ **Event dates:** \_\_\_\_\_  
**Location of event:** \_\_\_\_\_ **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		Rates	Total Amount
	Stand Size in m <sup>2</sup>	No. of Days		
Stand cleaning			< 20sqm: \$40.00 per clean (1 hour x Cleaning rate)	\$
			20-60sqm: \$60.00 per clean (1.5 hours x Cleaning rate)	
			60-100sqm: \$80.00 per clean (2 hours x Cleaning rate)	
			100-140sqm: \$120.00 per clean (3 hours x Cleaning rate)	
			> 140sqm: Price on Application	

**Specialised cleaning services:** Carpet steam clean, floor machine scrubbing and window washing.

**Rates:** Price on application.

## 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> )*	\$1,650.00		\$	am pm / /	am pm / /
Recycle compactor: (compactor size: 23m <sup>3</sup> )* includes cardboard, untreated timber and steel/metal	\$1,287.00		\$	am pm / /	am pm / /

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

## 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

Upon receipt, a service order confirmation will be sent detailing the charges for the requested items.

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).

**NOTE: This form will not be processed unless all information is complete and supplied along with the Exhibitor Account Form.**

Prices listed on this form are valid for the 2016/17 financial year only.