

## 3 DAY EVENT STAND CLEANING FORM 2017

**Please Return Completed Forms to DWTC's Exhibitor Services:**

Helpline: +971 4 308 6333 • E-mail: exhibitors@dwtc.com

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

**EXHIBITION DETAILS**

Exhibition Name				Exhibition Date	
Hall Name/No.		Stand No.		Stand Name	

**ORDER CONTACT DETAILS** (we require these details so we can contact you about your order)!

First Name					
Last Name			Job Title		
Company Name / Type			Contractor	Exhibitor	Agent
Company Address					
Company City	Postal Code			Country	
Direct No.	Mobile No.				
E-mail (important service information will be sent to this address)					
On-site Contact Name			On-site Contact No.		

**PAYMENT DEADLINES:**

 <p><b>20% OFF</b></p> <p>4 weeks or more</p> <p>Pay 4 weeks or more before the show to get a 20% discount.</p>	 <p><b>STANDARD RATE</b></p> <p>4 weeks or less</p> <p>Pay 4 weeks or less before the show and enjoy standard rates.</p>
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**METHODS OF PAYMENT:**

 <p><b>Now</b></p> <p><b>CREDIT CARD</b></p> <p>Pay online using Visa or Mastercard for instant confirmation.</p>	 <p><b>5 days prior</b></p> <p><b>COMPANY CHEQUE</b></p> <p>Make cheque payments, 5 working days prior to deadline at the Exhibitor Services Shop.</p>	 <p><b>10 days prior</b></p> <p><b>BANK TRANSFER</b></p> <p>Make a bank transfer, 10 working days prior to deadline.</p>
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# No Outside Cleaning Allowed

## A World of Possibilities: !

Dubai World Trade Centre's Cleaning division is expert in providing all your cleaning requirements during the exhibition. For ease you can order directly using this form. However if you have more elaborate requirements such as floor refinishing, carpet shampooing, laundry and dry cleaning then we will be delighted to provide a quote for you.

The Exhibitor Services Catalogue is now available containing full product descriptions and imagery: Contact us on +971 4 308 6333 or e-mail us at [exhibitors@dwtc.com](mailto:exhibitors@dwtc.com)

Item description		PAYMENT DEADLINES:		Area in m <sup>2</sup>	No. of days	Total Cost
		4 weeks or more	4 weeks or less			
Nightly Cleaning <i>(based on total stand area)</i>	1 – 2,999 m <sup>2</sup>	-20%	8.00		3 days	
SUBTOTAL						

Item description		PAYMENT DEADLINES:		Area in m <sup>2</sup>	No. of days	Total Cost
		4 weeks or more	4 weeks or less			
Stand-by cleaner min of 8 hours <i>(only available with stand cleaning order)</i>		-20%	70.00		3 days	
Rubbish skip rental (per 18m <sup>3</sup> skip)		-20%	975.00	--	--	
<b>NEW:</b> Exhibitor Pack <i>Includes disinfecting wipes, hand sanitizer, tissue boxes and fragrance sticks</i>		-20%	250.00	--	--	
SUBTOTAL						
GRAND TOTAL in United Arab Emirates Dirham (AED)						

## Terms and Conditions:

- Dubai world Trade Centre holds the exclusive rights to the cleaning within the exhibitions halls. As such external cleaning companies are not permitted within the venue.
- All cleaning orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
- The "4 Weeks or more" rates are charged 4 weeks and more prior to the start date of the event. Items must be paid at the time of ordering or will be automatically cancelled.
- The "4 Weeks or less" rates are charged within 4 weeks and less prior to the start date of the event. Items must be paid at the time of ordering or will be automatically cancelled.
- Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing [exhibitors@dwtc.com](mailto:exhibitors@dwtc.com).
- The **Nightly Cleaning** solution includes vacuuming or wet mopping of floors; dusting of counter tops and furniture; emptying of bins, cleaning of walls, glass and partitions (except clear acrylic partitions).
- All cleaning is carried out at night, not during the exhibition open hours to ensure the stands are ready prior to the opening of the exhibition. It will be performed on the night before the opening day of the event and each night thereafter.
- Double decker stands will be charged on the total floor space per m<sup>2</sup>.
- The role of the Stand-by Cleaner is to ensure that your stand is kept clean and presentable at all times and free from the accumulation of waste.
- The rubbish skip rental is for the removal of waste materials, excluding labour, generated during the build-up and tear-down of the exhibition. Please note that there are road restrictions on the movement of skips on Fridays.
- DWTC's Cleaning division unfortunately is unable to clean exhibits.
- DWTC's Cleaning division cannot be held liable for any loss or damage related to the cleaning of the exhibition stand.
- DWTC's Cleaning division does not supply cleaning materials to exhibitors or their contractors.
- In order to guarantee quality of service, exhibition stands must be clear of all contractors' work and materials by midnight on the last day of build-up.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Company Stamp: \_\_\_\_\_

**eventserve**

BY DUBAI WORLD TRADE CENTRE