

# STAND CLEANING ORDER FORM

Please complete this form and return it to [exhibitorservices@gccec.com.au](mailto:exhibitorservices@gccec.com.au) no later than **twenty-one (21) days** prior to your event. *Requests presented after this point may incur a late fee.*

## EVENT DETAILS

Event Name			
Stand Name		Stand Number	
Contact on the Day		Mobile	

## INVOICING DETAILS

Company Name		ABN / ACN	
Address			
Suburb		Post Code	
Name on Invoice		Contact Number	
Email			

## STAND CLEANING

Cleaning Type	Price	Stand Size (m <sup>2</sup> )	Total Amount	Date	Time
Overnight Stand Clean	\$2.20 per square metre				
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**Please note: Overnight stand cleaning service/s includes a dust, vacuum and mop of the stand. If additional service/s are required please ask your Event Planner.**

## TERMS AND CONDITIONS

1. Important information throughout this form has been read and understood.
2. An Event Order Confirmation will be sent confirming your order as required.
3. Once a signed Event Order Confirmation has been received by GCCEC, a Tax Invoice will be sent to the nominated company and contact person.
4. Full payment is required seven (7) days prior to the event bump-in date or as stated on the Tax Invoice.
5. Service/s are unable to be provided until payment is received in full.
6. All service charges are current and are subject to change without notice.
7. Notification of cancellation must be received a minimum of seven (7) days prior to event bump-in date.
8. There are no refunds for service/s cancelled during the event bump-in, event commencement or for services ordered and not used.
9. Any additional service/s required is subject to availability, and if ordered will be invoiced at the end of the event and paid accordingly.