



Orders will not be processed unless this form is returned with the Payment Form. Please note a 20% surcharge will apply for forms returned less than 5 business days prior to the commencement date.

Contact Details

**MANDATORY FIELD – Please note that forms submitted without the mandatory fields completed will not be processed*

*First name: _____ *Surname: _____
 *Stand name: _____ *Stand no.: _____
 *Company address: _____ Suburb: _____ Postcode: _____
 Phone: _____ Email: _____
 *Name of event: _____ Event dates: _____

PCEC’s cleaning staff clean public areas (aisles, foyers and amenities) throughout the operational hours of an event. Cleaning staff are not responsible for cleaning exhibitor stands unless this form has been completed and returned with payment details. **All exhibitor stand cleaning is conducted overnight (PCEC Event Manual).**

PLEASE NOTE: Exhibitors participating in activities which results in additional cleaning services required by the venue (i.e. popcorn machine), may be charged for additional labour (PCEC Event Manual).

Standard Stand Cleaning

Spot vacuum of stands, removal of rubbish, replace rubbish receptacles with clean bin liners, spot cleaning glass.

Day	Dates required	No. of days required	Cost per metre ² (Inc GST)	Size of your stand (metre ²)	Total Cost (Rate x m ² x Days)
Monday - Friday					
Saturday					
Sunday					
Public holiday					

Delux Stand Cleaning

Full vacuum of stands including corners and edges, spot clean walls, doors and light fittings etc, removal of rubbish, replace rubbish receptacles with clean bin liners, full glass clean, full details of furniture and fittings, sweep and mop all hard floors as directed.

Day	Dates required	No. of days required	Cost per metre ² (Inc GST)	Size of your stand (metre ²)	Total Cost (Rate x m ² x Days)
Monday - Friday					
Saturday					
Sunday					
Public holiday					

Total _____

I _____ agree that the above order is true and correct. Signed _____

Please return this form along with the Payment Form to exhibitor@pcec.com.au