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# Janitorial Service Order Form

The Metro Toronto Convention Centre is the exclusive provider of all cleaning services. External companies (including display houses) are prohibited from performing any type of janitorial service within the building.

In order to arrange for janitorial service please complete this form:

SHOW: \_\_\_\_\_ SHOW DATES: \_\_\_\_\_
CONTACT NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_
COMPANY NAME: \_\_\_\_\_
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_
PROVINCE / STATE: \_\_\_\_\_ EMAIL: \_\_\_\_\_
POSTAL CODE / ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_
CREDIT CARD #: \_\_\_\_\_ EXP. DATE: \_\_\_/\_\_\_/\_\_\_ NAME ON CARD: \_\_\_\_\_
CARD HOLDERS SIG.: \_\_\_\_\_ CARD HOLDER'S EMAIL: \_\_\_\_\_
VISA MASTERCARD AMERICAN EXPRESS

RATES (includes vacuuming, dusting, cleaning of tables and emptying wastebaskets). Rates are subject to change without notice. The rates are based on gross booth area. Prices are in Canadian funds. Advanced Rate "Early Bird" Discount end 14 days prior to event moving into the building / contracted space and are not specific to exhibitors move-in. NOTE: cleaning will be done prior to show opening on the dates required.

Table with columns: Rate Type, Advanced Rate "Early Bird" Discount, Regular / On-site Rate, Total sq ft, Total Days, Cost (\$), Required Dates. Rows include ONE Clean Only, Daily Cleaning (must be more than one clean) with sub-rows for different sq ft ranges, Large Waste Receptacle, and Additional exhibit cleaning.

Additional charges would be pending for carpet in need of special attention due to food sampling demonstrations, hair, wood, metal shavings, grease or oil.

Special Requirements:
[Empty box for special requirements]

ALL ORDERS MUST BE PREPAID IN FULL

AUTHORIZED CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ 20\_\_\_\_
SUB-TOTAL: \_\_\_\_\_
HST 13%: \_\_\_\_\_
TOTAL PAID: \_\_\_\_\_