



Janitorial Service Order Form

For Janitorial Service please complete this form

Event Information					
Advance Rate Deadline		Event ID #			
Name of Show					
Show Dates		Booth(s) #			
Contact Name		Company Name			
Address		Province/State			
City		Postal/Zip Code			
Phone Number		Fax Number			
Email Address					
Method of Payment (Credit card payments are subject to a 4% service charge)					
Card Type (Except Amex)		Expiry Date			
Credit Card #					
Cardholder's Name	As appears on Credit Card				
Cardholder's Signature					
All orders must be prepaid in full – On-site orders add 25% - Please retain a copy of your order form as credit card receipts will not be provided					
Rates					
All rates include basic vacuuming, dusting, cleaning of tables and emptying of wastebaskets					
Pre Show Clean	\$25 per 8x10 or 10X10 Booth	x	# of Booths	=	\$
Overnight Clean	\$25 per 8x10 or 10X10 Booth	x	# of Booths	=	\$
After Show Clean	\$25 per 8x10 or 10X10 Booth	x	# of Booths	=	\$
Additional Waste Removal	\$25.00 (Per Pick-up)	x	# of Booths	=	\$
Special Requirements					
All prices are in Canadian funds. Additional charges apply for carpet in need of special attention due to food sampling demonstrations, hair, wood, metal shavings, grease or oil. The Scotiabank Convention Centre is the exclusive provider of all cleaning services. External companies (including display houses) are prohibited from performing any type of janitorial services within the building.					
Scotiabank Convention Centre Use Only					
GST #				Sub-total	\$
Submission Date				HST 13%	\$
Customer's Signature				Total Paid	\$

Email to
randerson@fallsconventions.com

Or save, print and fax completed forms to the Scotiabank Convention Centre at 905.357.6212