

Form 2: Cleaning for 'Space Only' stands

PLEASE NOTE THAT IF YOU HAVE A 'SHELL SCHEME' STAND, THERE IS NO NEED TO COMPLETE THIS FORM, AS YOUR STAND WILL BE CLEANED AUTOMATICALLY.

PLEASE COMPLETE AND RETURN TO WOLFE ASSOCIATES Ltd - FAX: 01633 860 069

If you have any queries please contact Dean Ford on 01633 869 800 or email dean@wolfe-associates.co.uk

Exhibitor Order Form		Return by:	
Exhibition		Stand	
Company name			
Company address			
Telephone no.		Fax no.	
Contact		Signature	

Complete the following if you wish to pay by credit/charge card.

PLEASE DEBIT MY MASTERCARD & VISA

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Name (of cardholder) BLOCK CAPS PLEASE		Security number	
Signature		Expiry date	
Address (of cardholder)		Postcode	

Stand size _____ metres x _____ metres = _____ sq. metres

Cost of stand cleaning

No. of sq. metres _____ x £1.20 = _____
 Sub Total _____
 VAT _____
TOTAL* _____

NB: Minimum charge is £10.00

The above quotation relates to the following service:

1. Initial clean after construction by contractors prior to opening.
2. General daily cleaning, vacuuming, dusting, etc. before open each day.
3. Providing contingency cleaning for spillages etc. during open days.
4. Clean site after breakdown.

This does not include specialist cleaning e.g. computer screen, catering cleaning, washing up etc.

***Important note.** This order will not be processed unless accompanied by a cheque or credit card payment for the full amount. (During build up periods, only cash, bank draft, personal cheques to the limit of the guarantee card or credit card payments will be accepted and such payments are subject to a 20% surcharge).

Please complete and return, if applicable, by fax to Wolfe Associates on 01633 869 800 by Wednesday 23 April