

Janitorial Service Order Form

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 #: _____ EXPIRY DATE: _____
 CARD HOLDERS SIG: _____ CARD HOLDERS NAME: _____
 VISA MASTERCARD AMERICAN EXPRESS

RATES (includes vacuuming, dusting, cleaning of tables and emptying wastebaskets)

The rates are based on gross booth area. Prices are in Canadian funds. **"Early Bird" rates** will be applicable up until 14 days prior to event move-in. **On-site rates** will take effect within 14 days prior to event move-in (+25%). NOTE: cleaning will be done prior to show opening on the dates required.

Rate Type	Price	Total sq ft	Total Days	Cost (\$)	Required Dates
ONE Clean Only (minimum charge \$42.00)	24¢/sq ft x	_____ x	1 Day	= \$ _____	_____
Daily Cleaning (must be more than one clean)					
under 1000 sq ft	17 ¢/sq ft x	_____ x	_____ Day(s)	= \$ _____	_____
1001-2500 sq ft	16 ¢/sq ft x	_____ x	_____ Day(s)	= \$ _____	_____
2501-5000 sq ft	15 ¢/sq ft x	_____ x	_____ Day(s)	= \$ _____	_____
5001-10,000 sq ft	14 ¢/sq ft x	_____ x	_____ Day(s)	= \$ _____	_____
10,001 sq ft + over	13 ¢/sq ft x	_____ x	_____ Day(s)	= \$ _____	_____
Steam Cleaning	23 ¢/sq ft x	_____ x	_____ Day(s)	= \$ _____	_____
Large Waste Receptacle	\$15/day x	_____ x	_____ Day(s)	= \$ _____	_____
Additional waste removal available on request Please provide details below under "Special Requirements" (including number of pickups and booth size) and a quote will be sent to you.					
Additional exhibit cleaning is available (minimum 4 hours)	\$51.10/hr x	_____ hrs	= \$ _____	_____	_____

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:

ALL ORDERS MUST BE PREPAID IN FULL

Please retain a copy of your order form as credit card receipts will not be provided

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.

AUTHORIZED CUSTOMER SIGNATURE: _____
 DATE: _____ 20____

SUB-TOTAL: _____
 *On site order 25%: _____
 HST 13%: _____
TOTAL PAID: _____