

# Stand Cleaning Order Form

Please note that all stands will receive complimentary waste collection and floor vacuuming. Any waste to be collected must be left at the side of the stand when the exhibition closes. Additional options below.

This form must be completed in full and returned with payment. Prices are valid from 01/01/17 – 31/12/17.

Event Name:

Date(s) Cleaning Required:

Cleaning is provided at the end of each day indicated above in preparation for exhibition opening the following day, unless otherwise requested.

Contact Name:

Contact No:

Stand Name & No:

Email Address

Size of Stand/Cleaning Package	1 (price per day)	X	2 (price per day)	X
Up to 25m <sup>2</sup>	£20.00		£30.00	
25-50m <sup>2</sup>	£30.00		£40.00	
50+m <sup>2</sup>	£40.00		£50.00	
	<b>Total Cost</b>			

Cleaning Package 1 - Standard Cleaning Solution – Waste collection/emptying bins, carpet vacuum, wiping of hard surfaces

Cleaning Package 2 – Complete Cleaning Solution – All of package 1 plus wet mop of stand flooring if applicable, and deep clean of stand to include; dusting of hard surfaces, glass polishing (up to head height), wiping/polishing of stand furniture, shelving, counters, tables, chairs etc. Spot cleaning if required during exhibition open periods.

## High level or bespoke cleaning arrangements POA

Please indicate any special requirements/instructions in the box below.

ACC Liverpool Business Centre  
ACC Liverpool, Kings Dock,  
Liverpool Waterfront  
L3 4FP

[businesscentre@accliverpool.com](mailto:businesscentre@accliverpool.com)

Tel: 0151 239 6001

Fax: 0151 708 7063

## Stand Cleaning Order Form (cont...)

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### Credit Card Payment

Description of Services:

Invoice Number (if applicable)

Type of Credit Card

Company Name:

Full Name as it appears on the card:

Card Number

Expiry Date:

Billing Address:

Type of Account:

CCV Number:

Issue No or Valid From Date:

Postcode:

Telephone No:

Email Address:

### Authorisation of Card Use

I certify that I am the authorised holder and signatory of the card referenced above and that all the information provided is complete and accurate.

I hereby authorise collection of payment for all charges as indicated on the attached booking form, together with a card service charge of 2.5% of the total booking value.

I acknowledge that all orders may be immediately terminated at The Arena & Convention Centre Liverpool's discretion if any charges are declined or charge backs are claimed against any outstanding invoice amount. Disputes to amounts invoiced should be immediately reported to [businesscentre@accliverpool.com](mailto:businesscentre@accliverpool.com).

Authorised Signature:

Date:

Please return all sheets of the completed form to the address at the bottom of the page.

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