

## 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.**

### Cleaning Package 1

Waste collection / emptying bins, carpet vacuum, wiping of hard surfaces.

### Cleaning Package 2

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 prices available upon request.*

<b>Event Title:</b>						
<b>Event Date/s:</b>						
<b>Contact Name:</b>				<b>Contact No:</b>		
<b>Stand Name</b>				<b>Stand No:</b>		
<b>Email Address:</b>						
<b>Size of Stand/Cleaning Package</b>	<b>Package 1 (price per day)</b>	<b>No. of days</b>	<b>Total</b>	<b>Package 2 (price per day)</b>	<b>No. of days</b>	<b>Total</b>
Up to 25m <sup>2</sup>	£21.00			£31.00		
25-50m <sup>2</sup>	£31.00			£41.00		
50+m <sup>2</sup>	£41.00			£51.00		
	<b>Total Cost</b>			<b>Total Cost</b>		
<b>(All prices are exclusive of VAT)</b>				<b>Full Total Order Cost</b>		
<b>Date/s Cleaning Required:</b>						
<b>Please indicate any special requirements/instructions:</b>						

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



# Stand Cleaning Order Form (cont...)

<u>Credit Card Payment</u>	
Description of Services:	
Invoice Number (if applicable):	
Type of Credit Card	
Type of Account:	
Company Name:	
Full Name as it appears on the card:	
Card Number	
CVV Number: (Last 3 digits on the back of the card)	
Expiry Date:	
Issue No or Valid From Date:	
Billing Address:	
Postcode:	
Telephone No:	
Email Address:	

### Authorisation of Card Use

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).

I certify that I am the authorised card holder 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.

**I agree:**

**Name:**

**Date:**

Please return the completed document to

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

ACC Liverpool Business Centre

ACC Liverpool

Kings Dock, Liverpool Waterfront

L3 4FP

Tel: 0151 239 6001

Fax: 0151 708 7063