



# EXHIBITOR FORM

Please Complete and Email to: [info@rbcplacelondon.com](mailto:info@rbcplacelondon.com)  
 Contact for questions or additional information: [Guest Services 519-661-6200](tel:519-661-6200)

Function: _____	Date: _____	Booth No: _____
Company Name: _____		
Contact Name: _____		
Street Address: _____		
City: _____	Province: _____	Postal Code/Zip: _____
Telephone No: _____		
Email: _____		

**CLEANING SERVICES ORDER FORM – C105** **ES/GSC**

General cleaning of show AISLES (removal of aisles refuse, refuse from aisles waste containers and daily vacuuming) is provided by the RBC Place London Event Services Team.  
**Cleaning of INDIVIDUAL EXHIBIT BOOTHS is the responsibility of the exhibitor and can be arranged.**

A. CARPET CLEANING					AMOUNT
Shampooing (0.75 ¢ /sq.ft.):	# of Sq.Ft:	x	# of Days:	=	\$
Specify Date & Time: _____					<b>Section A Subtotal</b>
<b>B. BASIC CLEANING SERVICES</b> (Vacuuming, dusting, and emptying refuse containers – 100 sq. ft. minimum)					<b>AMOUNT</b>
Pre-Show Cleaning (0.25 ¢ /sq.ft.):	# of Sq.Ft:	x	# of Days:	=	\$
Daily Cleaning (0.20 ¢ /sq.ft.):	# of Sq.Ft:	x	# of Days:	=	\$
Specify Date(s) & Time: _____					<b>Section B Subtotal</b>
<b>C. FULL CLEANING SERVICE</b> (Vacuuming, dusting, emptying refuse containers, cleaning of booth contents, and polishing of surfaces– 100 sq. ft. minimum)					<b>AMOUNT</b>
Pre-Show Cleaning (0.85 ¢ /sq.ft.):	# of Sq.Ft:	x	# of Days:	=	\$
Daily Cleaning (0.85 ¢ /sq.ft.):	# of Sq.Ft:	x	# of Days:	=	\$
Specify Date(s) & Time: _____					<b>Section C Subtotal</b>
Subtotal (Section A + B + C)					\$
Plus HST (13%) (#R136385242)					\$
Total Including HST					\$
To be completed by RBC Place London...					

**IMPORTANT** - Once this form has been reviewed and approved a [direct payment link will be sent to the email listed above](#). An electronic receipt will automatically be generated once payment has been processed via the link provided.

**\*\*SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM\*\***



## **EXHIBITOR FORM CLEANING SERVICES – C105**

### **CONDITIONS & REGULATIONS**

1. Disposal of excessive garbage/recycling materials may result in an applicable eco fee.
2. Disputes concerning service must be filed by the exhibitor with RBCPL FMS Service prior to the close of the show.
3. Payment Terms:
  - a. Payment must be received for all pre-ordered services. Exhibitors with outstanding balances from prior shows must satisfy payment required or services will not be provided. Current show balances and/or charges incurred due to on-site requests must be paid in full prior to the service being supplied. No exceptions.
  - b. Visa, Debit and all major cards are accepted. No cash transactions.
  - c. Refunds for overpayment will be processed by RBCPL within thirty (30) business days after the show closing date.

My signature below affirms that I have read and understand the conditions and regulations listed on the RBC Place London Cleaning Services - C105 and I agree to comply with the responsibilities and requirements outlined.

**Name (Printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_