



# المؤتمر والمعرض الدولي لإدارة الكوارث والطوارئ International Emergency & Catastrophe Management Conference & Exhibition

5-7 March 2018 | Dubai International Convention and Exhibition Centre - Dubai, U.A.E.

FORM # 13

## 3 DAY EVENT STAND CLEANING FORM 2018

Please Return Completed Forms to DWTC's Exhibitor Services:

Helpline: +971 4 308 6333 • E-mail: exhibitors@dwtc.com

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

### EXHIBITION DETAILS

Exhibition Name				Exhibition Date			
Hall No.		Stand No.		Stand Name			

### ORDER CONTACT DETAILS (we require these details so we can contact you about your order)!

First Name									
Last Name				Job Title					
Company Name / Type				Contractor		Exhibitor		Agent	
Company Address									
Company City			Postal Code				Country		
Direct No.			Mobile No.						
E-mail (important service information will be sent to this address)									
On-site Contact Name				On-site Contact No.					

Ways to Pay: Payment should be made only on receiving your pro-forma invoice;



(Please select)

**CREDIT CARD** -!You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

**COMPANY CHEQUE** - "#your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted. Cheques can only be deposited at Exhibitor Services in Concourse 1 of Dubai World Trade Centre.

**BANK TRANSFER** - "#you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 10 working days to ensure that the funds have cleared on time.

### Conditions of Sale:

- 1) Dubai World Trade Centre holds the exclusive rights to all cleaning services within DWTC.
- 2) All cleaning orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
- 3) **The advance "More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event.** Items must be paid within 5 days of ordering or will be automatically cancelled.
- 4) **The standard "Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing exhibitors@dwtc.com.



# No Outside Cleaning Allowed

## A World of Possibilities:

Dubai World Trade Centre's Cleaning division is expert in providing all your cleaning requirements during the exhibition. For ease you can order directly using this form. However if you have more elaborate requirements such as floor refinishing, carpet shampooing, laundry and dry cleaning then we will be delighted to provide a quote for you.

The Exhibitor Services Catalogue is now available containing full product descriptions and imagery: Contact us on +971 4 308 6333 or e-mail us at [exhibitors@dwtc.com](mailto:exhibitors@dwtc.com)

Stand Cleaning		Advance: More than 3 weeks prior	Standard: Less than 3 weeks prior	Area in m <sup>2</sup>	No. of days	Total Cost
Complete Cleaning Solution per m <sup>2</sup> per day	1 – 2,999 m <sup>2</sup>	8.00	10.00		2 days	
Basic Cleaning Solution per m <sup>2</sup> per day	1 – 2,999 m <sup>2</sup>	4.00	5.00			
SUBTOTAL						

Item description	Advance: More than 3 weeks prior	Standard: Less than 3 weeks prior	No. of hours	No. of days	Total Cost
Stand-by cleaner min of 8 hours <i>(only available with stand cleaning order)</i>	55.00	70.00			
Rubbish skip rental (per 18m <sup>3</sup> skip)	750.00	975.00	--		
SUBTOTAL					
GRAND TOTAL					

## Points to note:

- 1) The **Complete Cleaning Solution** includes vacuuming or wet mopping of floors; dusting of counter tops and furniture; emptying of bins, cleaning of walls, glass and partitions (except clear acrylic partitions).
- 2) The **Basic Cleaning Solution** includes vacuuming or wet mopping of floors; dusting of counter tops and furniture and emptying of bins.
- 3) All cleaning is carried out at night, not during the exhibition open hours to ensure the stands are ready prior to the opening of the exhibition. It will be performed on the night before the opening day of the event and each night thereafter.
- 4) Double decker stands will be charged on the total floor space per m<sup>2</sup>.
- 5) The role of the Stand-by Cleaner is to ensure that your stand is kept clean and presentable at all times and free from the accumulation of waste.
- 6) The rubbish skip rental is for the removal of waste materials, excluding labour, generated during the build-up and tear-down of the exhibition. Please note that there are road restrictions on the movement of skips on Fridays.
- 7) DWTC's Cleaning division unfortunately is unable to clean exhibits.
- 8) DWTC's Cleaning division cannot be held liable for any loss or damage related to the cleaning of the exhibition stand.
- 9) DWTC's Cleaning division does not supply cleaning materials to exhibitors or their contractors.
- 10) In order to guarantee quality of service, exhibition stands must be clear of all contractors' work and materials by midnight on the last day of build-up.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Company Stamp: \_\_\_\_\_