



EXHIBIT SERVICES HOUSEKEEPING 2020

For assistance, please contact Exhibitor Services at +1-604-647-7480 or by email. To place your order, please fill out this form and email it to exhibitorservices@vancouverconventioncentre.com. Save paper, time and money by placing your order online at vancouverconventioncentre.com/services/exhibitor-services

EVENT INFORMATION

EVENT NAME EVENT DATES BOOTH #

BILLING INFORMATION

COMPANY NAME

ADDRESS

Street

City

Province / State

Postal / ZIP Code

CONTACT NAME

EMAIL

TELEPHONE

ON-SITE CONTACT NAME

MOBILE

BOOTH VACUUMING & SHAMPOOING SERVICES

DATES REQUIRED

200 SQ FT. OR LESS

Item	Qty. (Days)	Advance Rate (21 days prior to move-in)	Standard Rate (Under 21 days to move-in)	Total
Booth Carpet Vacuuming		\$30.00/booth	\$40.00/booth	
Booth Carpet Shampooing		\$55.00/booth	\$65.00/booth	
Booth Damp Mop		\$55.00/booth	\$65.00/booth	

200 SQ FT. OR MORE

Item	Total Sq Ft	Qty. (Days)	Advance Rate (21 days prior to move-in)	Standard Rate (Under 21 days to move-in)	Total
Booth Carpet Vacuuming			\$0.30/sq ft	\$0.35/sq ft	
Booth Carpet Shampooing			\$0.35/sq ft	\$0.40/sq ft	
Booth Damp Mop			\$0.35/sq ft	\$0.40/sq ft	

MANUAL PROCESSING FEE \$40.00
 SUBTOTAL
 GST 5%
 TOTAL

PAYMENT INFORMATION

Preferred Method of Payment

Credit Card

Once your order has been processed, a secure payment link will be sent to complete the payment.
Accepted Credit Cards: Visa, MasterCard and American Express. Payment must be received 3 days before event move-in.

Bank Wire Transfer

Additional fees apply. Bank Information will be provided with the confirmation email. Payment must be received 10 business days before event move-in.

Cheque

Information will be provided with the confirmation email. Payment must be received 10 business days before event move-in.

I hereby authorize the Vancouver Convention Centre or its agents to perform the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature

Name & Title of Authorized Representative

Date MM/DD/YY

To place your order complete this form and email it to exhibitservices@vancouverconventioncentre.com

All services are sold on a per booth or per exhibitor basis, and must be accompanied by payment in Canadian funds. All prices are subject to applicable taxes and/or change without notice. Credit will not be given for orders installed but not used, or orders cancelled within 48 hours of installation. All payment has to be received three days before the event move-in.

All services listed on this form and many more are available through the Vancouver Convention Centre's Online Ordering at vancouverconventioncentre.com/services/exhibitor-services. This service is available 24 hours a day. For orders placed online the manual processing fee of \$40.00 does not apply. Requesters will receive instant order confirmation and payment receipts.