

## MELBOURNE CONVENTION & EXHIBITION CENTRE EXHIBITOR STAND CLEANING REQUEST FORM

REQUEST DETAILS			
Exhibition/Conference:			
Date:			
Stand Name:		Number:	
Dates of Services Required :			
Organisation Name:			
Representative Name:		Position:	
Email:		Contact #:	
Invoice To: (Address)			

<b>Stand Size:</b>	m2		
<b>Investment Fee</b> Per Service & # of Services	\$	x	\$
	Total Stand Cleaning	Number of Services	Total Investment Fee: <i>Including 10% GST:</i>

AUTHORISATION & AGREEMENT TO INVESTMENT & TERMS			
Authorised Representative Name:		Signature:	

<b>Credit Card Details:</b>	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<b>Total Amount Payable:</b> \$ _____ *Receipt to be emailed to address provided above
Card Holder Name:	_____		
Card Number:	-----		
Expiry Date:	__ / __	CVV: ___	
Signature of Card Holder:	_____		

Payment to be made via the following options no later than 7 days before commencement of tenancy/ event.

\*\*Please ensure completed form is emailed to [jamie.mcguinness@ikonservices.com.au](mailto:jamie.mcguinness@ikonservices.com.au) or faxed (03) 9326 8022 no later than seven (7) days before the event along with receipt of payment\*\*

It is IKON policy that no cleaning will take place until payment is received in full.

RE: **Event Stand Cleaning Services 2023**  
 Melbourne Convention & Exhibition Centres Melbourne

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Thank you for selecting IKON Services Australia Pty Ltd as your preferred cleaning services provider for Exhibitor Stand Cleaning at the Melbourne Convention and Exhibition Centre.

Please find below details, contact details and terms of our services:

STAND DETAILING & SANITISATION	<ul style="list-style-type: none"> <li>• Wiping of table, chairs, benches, glass and other hard surfaces.</li> <li>• Detailed vacuum of stand floor &amp; edging.</li> <li>• Removal of non-permanent scuff marks from hard floors.</li> <li>• Sanitisation of semi-permanent fixtures only i.e chairs, benches, tables and high frequency touch points such as door handles.</li> <li>• Sanitation is inclusive of TGA approved chemicals, PPE and all labour.</li> </ul>
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Stand Size m2 (Between)	<i>Total Stand Cleaning</i> (Including 10% GST)
1 to 9	\$41.33
10 to 20	\$86.33
21 to 30	\$119.22
31 to 40	\$147.82
41 to 50	\$174.04
51 to 60	\$191.78
61 to 70	\$209.54
71 to 80	\$222.76
81 to 90	\$231.39
91 & Above	\$2.40 per sq metre

**CONTACT DETAILS ON SITE**

- Mr Jamie McGuinness – Contract Manager, Melbourne Convention & Exhibition Centre
- Mobile: 0423 552 725
- Email: [jamie.mcguinness@ikonservices.com.au](mailto:jamie.mcguinness@ikonservices.com.au)

**TERMS:**

- In the event that more hours are required to due to unforeseen circumstances and/or a greater than anticipated volume of cleaning, the Ikon representative will consult with the organiser to discuss the issues and get authorisation for any extra hours/costs required.
- The hours quoted are based on general light cleaning. Specialist cleaning includes, but is not limited to: steam cleaning, high level cleaning, pressure washing, paint removal, water damage all of which is charged separately at a rate of \$65.00 per hour.
- Payment to be made no later than 7 days before commencement of tenancy/ event. It is IKON policy that no cleaning will take place until payment is received in full.