

APPENDIX B

BOOTH CLEANING

Cleaning services include vacuuming and garbage pick-up.

BOOTH NUMBER OR ROOM NUMBER	SHOW NAME and DATE
COMPANY NAME	TELEPHONE NUMBER
ON-SITE CONTACT NAME	E-MAIL ADDRESS
FAX	ADDRESS

Cost

CLEANING TIMES	NUMBER OF 8'X10', 10'X10'	CHARGE PER BOOTH PER DAY CDN. FUNDS	TOTAL
Prior to show opening		\$20.00	
First show day overnight		\$20.00	
Second show day overnight		\$20.00	
Third show day overnight		\$20.00	
		TOTAL	
		13% HST	
		TOTAL BOOTH CLEANING	

Method of payment

(Must be made at time of ordering):

CHEQUE made payable to the Ottawa Convention Centre

CREDIT CARD (please check): Visa Mastercard AMEX

CARDHOLDER'S NAME (Please print)	CARD NUMBER
CARDHOLDER'S SIGNATURE	EXP. DATE 3 DIGIT SECURITY CODE
CLIENT SIGNATURE	DATE

Save and e-mail the completed form to eventservices@ottawaconventioncentre.com or print and fax the completed form to the Ottawa Convention Centre at 613-563-7646.