OVERNIGHT GENERAL BOOTH CLEANING

HGCH provides general cleaning of all public areas and exhibition walkways. Reasonable levels of rubbish will be removed from the exhibition during the event. It is Hotel Grand Chancellor Hobart policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. **Orders must be placed 30 days prior to an event** and payment received no later than 7 days prior to bump in.

CASUAL LABOUR DESCRIPTION	NUMBER OF DAYS REQUIRED	COST	TOTAL COST (Rate x Days)
Standard 3 x 3m or 3 x 2m Expo Booth		$60.00 per clean	
Custom Booth		$180.00 per clean	
	TOTAL		$

TOUCHPOINT CLEANING

Exhibitors are responsible for cleaning and disinfecting common contact surfaces of their booths. Exhibitors will need to consider specific cleaning schedules and cleaning chemicals when disinfecting the area.
HGCH can assist with providing touchpoint cleaning services at an additional charge.

It is HGCH policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. **Orders must be placed 30 days prior to an event** and payment received no later than 7 days prior to bump in.

CASUAL LABOUR DESCRIPTION	NUMBER OF DAYS REQUIRED	COST	TOTAL COST (Rate x Days)
Touch Point cleaning (3 times per day)		$180.00 per day	
	TOTAL		$

Touchpoint cleaning includes wiping down frequently-touched/used areas and surfaces several times a day with an antibacterial solution – this will be scheduled post morning tea, lunch and afternoon tea.

Please return this form to:

The Hotel Grand Chancellor Hobart
PO Box 1601
Hobart TAS 7001
Email: cateringevents@hgchobart.com.au

HOTEL GRAND CHANCELLOR HOBART | HCEC HOBART CONVENTION & EXHIBITION CENTRE

EXHIBITOR SERVICES & PAYMENT

It is Hotel Grand Chancellor Hobart (HGCH) policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. **Orders must be placed 30 days prior to an event** and payment received no later than 7 days prior to bump in. **To be completed and sent to HGCH with the Service Request form.**

Exhibition/Conference:	Phone:
Stand Number:	Mobile:
Company Name:	Fax:
Company Address:	Email:
State: Postcode:	

This form is to be completed in FULL and returned to HGCH no later than 30 days prior to your event

DETAILS OF SERVICES TO BE CHARGED

SERVICES REQUIRED	CHARGE	TOTAL

Please specify how you would like to pay (tick box):

☐ Bank Transfer (EFT) ☐ Credit Card

Orders will not be confirmed until all payments are processed and cleared in full.

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