

# Stand Cleaning Order Form



**Event:**

**Date of Conference:**

Individual stand is available to stand holders through EICC Ltd. Should you require daily stand cleaning, please complete the order form and forward it, with **pre-payment**, to the **Event Planning Team, EICC Ltd, The Exchange, Morrison Street, EDINBURGH EH3 8EE**. Or by email: [events@eicc.co.uk](mailto:events@eicc.co.uk)

Forms must be received 14 days before the Conference commences. Late orders will incur a 30% surcharge.

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

<b>Company</b>		<b>Stand No</b>	
<b>Address</b>			
		<b>Postcode</b>	
<b>Telephone No</b>		<b>E-Mail Address</b>	
<b>Contact Name</b>			
<b>Authorised Signatory</b>			

Please supply the following service:-

<b>No. of Square metres</b>	<b>No. of Days</b>	<b>Requirements</b>	<b>Unit Price (£)</b>	<b>Total Value (£)</b>
		<i>Exhibition Cleaning – cleaning of stands is charged per square metre, <b>per day</b></i>	£6.50 / sqm	
		<i>Other</i>		
			<b>Sub Total</b>	
			<b>Plus 20% VAT</b>	
			<b>Grand Total</b>	

Edinburgh International Conference Centre  
The Exchange - Edinburgh - EH3 8EE - [www.eicc.co.uk](http://www.eicc.co.uk)

Should you require any additional services, not listed above, please contact the Event Planning Department for a quotation.

<b>Date(s) and approximate time that stand should be cleaned:</b>			
<b>Required from</b>		<b>Until</b>	

Please return the completed form to the Event Planning Team on [events@eicc.co.uk](mailto:events@eicc.co.uk)  
**If you have any questions, please contact us on 0131 300 3000 or via the above email address.**

Payment may be made by bank transfer to:

<b>Bank Name:</b>	Bank of Scotland
<b>Bank Address:</b>	Princes Exchange, 3 Earl Grey Street, EDINBURGH, EH3 3BN
<b>Sort Code:</b>	80-11-30
<b>Account No:</b>	00814171
<b>Account Name:</b>	Edinburgh International Conference Centre
<b>IBAN:</b>	IBAN GB42 BOFS 8011 3000 8141 71
<b>SWIFT BIC:</b>	BOFSGB21001

Alternatively, payment can also be made by Visa, Mastercard, Delta, Visa Electron, Switch, Solo and JCB. Please call the above number and ask to speak to the Finance Team in order to make a card payment. Please note we do not accept American Express.