

**STAND CLEANING
ORDER FORM**

STAND CLEANING ORDER FORM

SELECT RATE:

DATE:

- Advance Rate** - Submission of 30 days or more prior to the event move in date
- Standard Rate** - Submission of 29 to 10 days Prior to the event move in date
- Late Rate** - Submission of 9 days Prior to the event move in date

"The date will be filled in automatically after a rate is chosen."

Please Submit Completed Form to: fm@decc.qa

Please fill in or type **BLOCK CAPITALS**

(DECC Cannot be held responsible for mistakes from illegible handwriting)

EXHIBITOR STAND DETAILS

Exhibition Name:	<input type="text"/>	Event Start Date:	<input type="text"/>
Stand Name:	<input type="text"/>	Event End Date:	<input type="text"/>
Stand Number:	<input type="text"/>	Stand Size:	<input type="text"/>
On-Site Rep:	<input type="text"/>	Mobile:	<input type="text"/>

INVOICE MAIN CONTACT PERSON (FOR DECC FINANCE DEPARTMENT USE)

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Job Title:	<input type="text"/>	Contractor	<input type="checkbox"/> Exhibitor <input type="checkbox"/> Agent <input type="checkbox"/>
Company Name:	<input type="text"/>		
Email Address:	<input type="text"/>		
Tel:	<input type="text"/>	Mobile:	<input type="text"/>

COMPANY NAME TO REFLECT ON THE INVOICE (FOR DECC FINANCE DEPARTMENT USE)

Company Name:	<input type="text"/>		
Finance/Account Dept. Email Address:	<input type="text"/>		
Company Address:	<input type="text"/>		
City:	<input type="text"/>	P.O Box:	<input type="text"/>
		Country:	<input type="text"/>
Tel:	<input type="text"/>	Fax :	<input type="text"/>

STAND CLEANING ORDER FORM

CONDITIONS OF SALE

- DECC Housekeeping Staff **minimum order per Day per Cleaner / Team Leader is 8 hours.**
- DECC Housekeeping team will not clean displayed items or equipment.
- DECC Housekeeping team will not be held liable for any loss or damage related to the cleaning of the exhibition stand.
- DECC Housekeeping team does not supply cleaning materials to exhibitors or their contractors.
- DECC Housekeeping team will not perform high level cleaning above **2.5 meters.**
- DECC Housekeeping team will not be responsible for the removal of any bulky waste/large construction materials.
- An order is considered **CONFIRMED ONLY** if the payment has been settled or **LPO is issued.**
- Advanced payment of all orders is compulsory. No account or credit facilities are available.
- The Stand Cleaning services order (s) are subject to availability. It's advisable to place your cleaning order not less than **30 days prior to the Event Start Date, to avail the ADVANCE rate.**
- Successful delivery of your order is dependent on accurate ordering information provided
- **Claims/Refunds will not be considered unless filed in writing prior to the close of the event**
- **Cancellation of cleaning service order** must be made **48 hours** in advance. Any cancellation made less than 48 hours of delivery date will be subject to a **cancellation fee of up to 100%** of the total service order value.
- The price quoted does not include any taxes or levies applicable in Qatar or in any Country, the same will have to be borne by the customer and is not the responsibility of DECC.

Cautionary Note:

In the event of ***venue security lockdowns by the authorities***, services may be delayed/or cancelled subject to the instructions provided by the authorities. DECC must not be held responsible for delays or cancellations in such rare occasions.

STAND CLEANING ACTIVITY DETAILS

- **Complete Stand Cleaning activity** includes deep cleaning of the stand, by vacuuming or wet mopping of floors; dusting of counter tops and furniture's, emptying of bins, cleaning of walls (**2.5m height Maximum**), glass and partitions (**except clear acrylic partitions**), which is **best to carried out at night time** before the opening day of the Live Event, and each night thereafter., and not during the exhibition open hours, to ensure that the stands are ready prior to the opening of the exhibition.
- In order to guarantee quality of service, exhibition stands **must be clear of all contractors' tools, materials and equipment** prior to the deep cleaning activities.
- **Stand-by Cleaner** the role is to ensure that the stand is kept clean and presentable at all times and free from the accumulation of waste. Also perform any reactive cleaning required during the open hours of the event.
- It is always advisable to consult with the DECC Cleaning team for recommendation of deployment & allocation of cleaning staff for stand cleaning purposes by sending an email to **fm@decc.qa** or call FM Department at +974 4033 1100

**STAND CLEANING
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	ADVANCE RATE	STANDARD RATE	LATE RATE
	30 days or more Prior to the event move in date	29 to 10 days	9 days
Cleaner	QAR 35 Per Hour	QAR 38 Per Hour	QAR 41 Per Hour
Team Leader	QAR 35 Per Hour	QAR 38 Per Hour	QAR 41 Per Hour

*One (1) "Cleaning Team Leader" is mandatory to be ordered for every 8 Cleaners scheduled per shift.

*Minimum of 8 hours Continuous Shift/day for Cleaner or Team leader.

*Please use extra sheet if needed for Scheduling, Following below format.

Event Period • Build up • Live • Breakdown	DATE	CLEANING Start Time	Total Shift Hours (Min. 8 Hours Continuous Shift)	Cleaner Quantity	Team Leader Quantity	Cleaner Total Hours	Team Leader Total Hours	Hourly Rate	COST (QAR)
								TOTAL AMOUNT DUE (QAR)	
								Official Stamp & Signature*	

*add your official stamp and company signature above and ensure the total amount due is correct

Payment Method: Payment should be made only on receiving your pro-forma invoice
If payment is made via electronic transfer, please forward a copy of the transaction slip thru email at:
accounts@decc.qa and **fm@decc.qa**

BANKING DETAILS

QATAR BUSINESS EVENTS CORPORATION
Qatar National Bank (QNB)
Account No: 0013-070329-002
IBAN No.: QA80 QNBA 0000 0000 0013 0703 2900 2
Swift Code: QNBAQAQA