

Event: Toronto Gift Fair - Spring 2018
Dates: January 23, 2018 to February 02, 2018

Dear Exhibitor,

Re: Booth Appearance and Impression

Welcome to the Toronto Congress Centre.

We understand how important appearance, impression, and cleanliness are when attendees visit your booth. To this effect the Toronto Congress Centre is pleased to offer you the following services:

- Vacuum of carpet and/or mopping of hard surface floor
- Dust all shelving, desks, or displays
- Garbage removal
- Stain removal on carpet if needed
- Steaming

If you require any of the above services, please fill out the attached form and email it or fax it to our infrastructure department:

Email: BuildingAesthetics@torontocongresscentre.com
Fax: (416) 245-3046
Attention: Mila Semenova

We look forward to welcoming you to the Toronto Congress Centre.

Sincerely,

Mila Semenova
Manager, Building Aesthetics

Event: Toronto Gift Fair - Spring 2018		Dates: January 23, 2018 to February 02, 2018
Contact Name:		Booth Number(s):
Company Name:		E-Mail:
Address:		City/Prov:
Postal/Zip Code:	Phone #:	Fax #:

NOTE:

- Additional charges would be pending for carpet in need of special attention due to food sampling demonstration, wood, metal or form shavings, grease or oil.
- Porter service and additional exhibit cleaning is also available by request, contact: infrastructure@torontocongresscentre.com.
- Please insure any protective floor covering is removed by 6:00pm on the last move in date. The Toronto Congress Centre will not be responsible for removal of floor covering.
- Please check here if you'd like housekeeping staff to refrain from touching anything on your counters (i.e. empty cups, etc.)

Booth Cleaning	\$0.30	Sq. ft. x _____	x _____ Days	=\$ _____
Carpet Shampooing (Min. of \$160.00 charge)	\$0.30	Sq. ft. x _____	x _____ Days	=\$ _____
Double-Sided Cloth Tape 36mm x 55m (1 1/2" x 108') roll	\$22.00	/per roll x _____		=\$ _____
Please list any Special requirements and/or services required (subject to additional charges)				
				SUBTOTAL = \$ _____
				H.S.T. = \$ _____
				TOTAL = \$ _____

Payment Information

All orders must be received and paid in full at least 7 days prior to move in date. A 20% surcharge will be added to all orders received after this date. Incomplete orders cannot be processed. The Toronto Congress Centre reserves the right to adjust orders not calculated accurately or received after the deadline date. Bank transfers add \$25.00 bank charge to your payment.

Please choose a method of payment: (Cheques payable to Toronto Congress Centre)

<input type="checkbox"/> Cheque	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	Total Amount to be Charged:
Card Number:				Expiry:
Card Issued To:				
Signature: _____				

Return Completed Form to:
BuildingAesthetics@torontocongresscentre.com
 or fax to (416) 245-3046
 Online ordering available at:
www.torontocongresscentre.com