



International Centre has now implemented a recycling program.

We ask for your support by separating your cardboard from the rest of the garbage.

Cleaners will be going around each aisle picking up the garbage and cardboard. By having it already separated will help us get the aisles cleared out faster and make it easier for exhibitor to move in.

We would like to thank you in advance for your contribution in our recycling program.

Caldas Building Services

ATTENTION EXHIBITORS

USE WHAT THE PROFESSIONALS USE SAVE TIME AND MONEY BY USING THE PROPER FLOOR TAPE

We would like to take this opportunity to remind all exhibitors that carpet that is installed by an Exhibitor Appointed Contractor (other than the Official Show Contractor), that it is your responsibility to remove any flooring adhesive/residue (namely carpet tape) that is use at the end of the show.

We suggest using what the professionals use, double-sided cloth tape. Have you ever noticed how easily the aisle carpet is removed at the end of the show? The Official Show Contractor use only double-sided cloth carpet tape for their set up and for the aisle carpet.

Benefits of double-sided cloth carpet tape:

- Strong holding power
- Adheres well to a variety of surfaces
- Removes cleanly after aging
- Improves overall productivity.

**Caldas Building Services now offers double-sided cloth tape for sale.
Our office is located Hall # 1.**

36mm x 55m (1 ½" x 108') Roll \$17.00 per roll

Caldas Building Services does not recommend the use of packaging tape, duct tape, general-purpose carpet tape or double-sided foam tape.

Once again, this notice is a reminder to the exhibitor that it is your responsibility to remove any and all flooring adhesive/residue that is used. Any flooring adhesive/residue left behind will be removed by Caldas Building Services, with removal charges billed directly to Show Management at a cost of \$3.00 a linear foot which they will in turn charge the offending exhibitors.

To avoid being billed for floor adhesive/residue removal please use the recommended cloth tape, or ensure that your choice of flooring adhesive is completely removed during tear down of the show.

Section 1 Show and Company Information

Event: _____		Event Date: _____	
Company Name: _____			
Address: _____			
City: _____	Province/State: _____	Postal Code/Zip Code _____	
Phone: _____	Ext: _____	Fax: _____	
Email: _____		Contact Person: _____	
Signature: _____		Date: _____	
		Booth #: _____	SQ. FT.: _____

NOTE:

- Rates are calculated by total Booth square footage. (includes cleaning of floors and emptying wastebaskets nightly)
- 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 please call for arrangements.
- Please insure any protective floor covering is removed by 4:00pm on the last move in date. Caldas will not be responsible for removal of floor covering.

Section 2 Initial Cleaning Information (Initial cleaning is done the night before first show day opening)

100 – 600 sq. ft	\$0.20/sq.ft. x _____	x _____	x 1 Day = \$ _____
601 – 1000 sq. ft	\$0.18/sq.ft. x _____	x _____	x 1 Day = \$ _____
1001 and over sq. ft	\$0.16/sq.ft. x _____	x _____	x 1 Day = \$ _____

Section 3 Nightly Cleaning Information (Any additional cleaning after Initial Clean. Please list which nights under required cleaning dates.)

100 – 600 sq. ft	\$0.17/sq.ft. x _____	x _____	Days = \$ _____
601 – 1000 sq. ft	\$0.15/sq.ft. x _____	x _____	Days = \$ _____
1001 and over sq. ft	\$0.12/sq.ft. x _____	x _____	Days = \$ _____
Carpet Steam cleaning (Minimum charge \$50.00).....	\$0.30/sq.ft. x _____	x _____	Days = \$ _____
Rental of 35 gallon Waste Container (with spandex cover and lid) ...	\$20.00/per day x _____	x _____	Days = \$ _____
Double-Sided Cloth Tape 36mm x 55m (1 1/2" x 108') roll	\$17.00/per roll x _____		= \$ _____

Please list any special requirements and/or services required (subject to additional charges) _____ _____ _____	SUBTOTAL	\$ _____
	H.S.T. #R866253842	13% _____
	TOTAL	\$ _____

Required cleaning dates: _____

Section 4 Payment Information

All orders must be received and paid in full at least 7 days prior to move in date. A 25% surcharge will be added to all orders received after this date. Incomplete orders cannot be processed. CALDAS reserves the right to adjust orders not calculated accurately or received after the deadline date. Bank transfers please add \$25.00 bank charge to your payment.

Payment: Visa MasterCard Cheque (Payable to Caldas Building Services Inc.) Cash

Card # _____ Expiry Date: ____/____

CARDHOLDER NAME: _____ SIGNATURE: X _____

I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD