HUB CITY DISPLAY LTD.

1740 ONTARIO AVENUE, SASKATOON, SK S7K 1T1
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JANITORIAL SERVICES ORDER FORM

COMPANY:	**NAME OF SHOW:**
STREET:	**SHOW DATES:**
CITY:	**CONTACT NAME:**
PROVINCE: **POSTAL CODE:**	**PHONE NUMBER:**
EMAIL ADDRESS:	**FAX NUMBER:** **BOOTH NUMBER:**

SERVICE INCLUDES – Exhibit Vacuuming & Emptying of Wastebaskets

PRE-ORDERS
(Must be received 14 days prior to Event date)

Please Note: All booths will be clean prior to exhibitor move in. Charges will apply for further service.

Booth Width _____ X Booth Depth _____ = Square Feet _____ X Number of Days_____ X $0.40 _____
(min. 100 Sq. Ft.)

LATE ORDERS
(Received after above Deadline Date)

Booth Width _____ X Booth Depth _____ = Square Feet _____ X Number of Days_____ X $0.65 _____
(min. 100 Sq. Ft.)

SPECIAL INSTRUCTIONS

A 25% cancellation fee will be processed for orders received and then cancelled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre-Show date. All prices in Canadian dollars.	SUBTOTAL	
	GST (R102417581)	
	TOTAL AMOUNT DUE	

METHOD OF PAYMENT: Cheque ☐ Mastercard ☐ Visa ☐ Debit ☐ Cash ☐

CREDIT CARD # ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ EXP. DATE: ☐☐☐☐ CVS: ☐☐☐

"THIS FORM MUST BE FILLED OUT ENTIRELY, DATED AND SIGNED PRIOR TO LABOUR SERVICES BEING PROVIDED"
ON SITE CHANGE ORDER REQUESTS MAY BE SUBJECT TO ADDITIONAL CHARGES AND/OR RESCHEDULING

No refunds upon exhibitor move-in. No credits will be issued after show close. All discrepancies and/or claims must be finalized prior to show closing.
All rates are for show-time inclusive.
All rental equipment to remain the property of HUB CITY DISPLAY. Rentals are designed for display booth purposes only and are not to be otherwise utilized. The exhibitor is responsible for any lost or damaged equipment.

I HEREBY AGREE TO THE ABOVE RATES AND TERMS:

CUSTOMER SIGNATURE: _____ DATE: _____

"SETTING YOU UP FOR SUCCESS"