



Cleaning Services Order Form

HICC offers exhibitors cleaning services as per their requirement.

Please attach all Service Order forms and return along with this form no less than 14 DAYS PRIOR to the move-in of the event to: _____		
Event Manager : _____		
Hyderabad International Convention Centre		
Phone: _____	Mob: _____	Email: _____

Name of the Event: _____ Date: _____ To : _____

Stand Name: _____ Stand Number _____

Summary of costs

Description of services / Items	Unit Cost (INR)	Duration (No. of days)	Amount (INR)
General stand cleaning per stall upto 9 sqm per day	1500		
		Total	

Amounts quoted in this correspondence are exclusive of taxes & service charges
Service charge 5% and Service Tax 12.36%. Taxes are subject to change

Please Note: this form will not be processed unless the above information is completed and supplied along with your Exhibitor Account Form

A written estimate of costs will be forwarded to the party nominated on the Exhibitor Account Form
Signing and returning a copy of the estimate cover sheet by the nominated date confirms the booking for this service. All services must be prepaid to EXHIBITOR SERVICES by credit card, cash, EFT or company cheque made payable to CCCPL at least (3) business days prior to the move-in of the event.
Any requests received later than 14 days prior to the event will be undertaken at the centre's discretion and may incur a 30 % late fee.

Please print this form and keep a copy for your records