



Booth Cleaning Services

Event: PM Springfest		Dates: April 22, 2026 - April 23, 2026	
Company Name:		Booth #:	
Contact Name:			
Address:		City/Prov:	
Postal/Zip Code:	Phone #:	Email:	

Housekeeping Guidelines:

- Standard booth cleaning includes floor vacuuming / sweeping or mopping, light dusting, wiping tables, and emptying waste bins. Initial booth cleaning is completed the night prior to the event start date. Additional charges may apply for floor surface cleaning requiring special attention, including but not limited to, food preparation residue, confetti, popcorn, wood, metal, or foam shavings, grease, or oil.
- Exhibitors must use proper floor adhesive on booth installation to avoid excessive cleaning charges for removal.
- Exhibitors must remove floor vinyl decals by the end of move-out within their booth.

Please check here if you prefer Housekeeping not to move or touch any items left on your furnishings.

Standard Booth Cleaning (per sq ft)	\$0.55	Sq. ft. x _____	x _____ Days	= \$ _____
Carpet Shampooing (Minimum charge of \$160.00). This rate includes standard booth cleaning.	\$0.80	Sq. ft. x _____	x _____ Days	= \$ _____
Floor Surface Double-Sided Cloth Tape Roll (1 1/2" x 108')	\$27.50	/ per roll x _____		= \$ _____
Additional Housekeeping / Porter Service (per hour, minimum 5 hours)	\$67.00	/ hr	X _____ Hours	= \$ _____

Please list any special requirements (subject to additional charges):

SUBTOTAL	= \$ _____
13% HST	= \$ _____
TOTAL	= \$ _____
3 % MERCHANT FEE*	= \$ _____
CHARGEABLE TOTAL	= \$ _____

*Credit card (CC) payments are subject to a 3% Merchant Fee

Payment Method:			
<input type="checkbox"/> EFT	EFT Total Amount*: \$ _____		
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express	
Card Number:	Expiry:	CVV#:	
Cardholder Full Name:			
Cardholder's Signature:			
Order and Payment Policies:			
<ul style="list-style-type: none"> • Prices are in Canadian funds and orders must be prepaid in full. Rates are subject to change without notice. • Orders must be received and paid in full at least 7 days prior to the move-in date. A 20% surcharge applies after this deadline on orders. <p>The Toronto Congress Centre reserves the right to adjust orders that are inaccurately calculated or submitted past the deadline. Incomplete orders will not be processed.</p>			

Email Completed Form to: BuildingAesthetics@torontocongresscentre.com