



## Form 12 – Stand Cleaning 1/4

### Deadline: September 20, 2020



مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

Cleaning 6

### STAND CLEANING FORM 2020

Please Return Completed Form to the DECC's Facilities Management Department

via Email: [fm@decc.qa](mailto:fm@decc.qa)

Please fill in or type **BLOCK CAPITALS**

(DECC Cannot be held responsible for mistakes from illegible handwriting)

#### Exhibition Details

Exhibition Name	<input type="text"/>	Exhibition Date	<input type="text"/>
Hall No.	<input type="text"/>	Stand No.	<input type="text"/>
Stand Name	<input type="text"/>	Stand Size	<input type="text"/>

#### Order Contact Details

First Name	<input type="text"/>		
Last Name	<input type="text"/>	Job Title	<input type="text"/>
Company Name	* <input type="text"/>	Contractor	<input type="checkbox"/>
		Exhibitor	<input type="checkbox"/>
		Agent	<input type="checkbox"/>
Company Address	* <input type="text"/>		
City	<input type="text"/>	Postal Code	* <input type="text"/>
		Country	<input type="text"/>
Direct No	<input type="text"/>	Mobile No	<input type="text"/>
Email	<input type="text"/>		
On-site Contact Name	<input type="text"/>	On-site Contact No	<input type="text"/>
Invoice Name	* <input type="text"/>		

## Form 12 – Stand Cleaning 2/4



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### Stand Cleaning Form 2020

Order Date \*  No. of Days before event move in date \*

Complete Stand Cleaning	Number of Hours Advanced Rate	Number of Hours Standard Rate	Number of Hours Late Rate	Number of Cleaner/ Supervisor	No. of Days	Total Amount QAR
	QAR 32 Per Hour 30 days or more days prior to the event move in date	QAR 35 Per Hour 29 to 10 days prior to the event move in date	QAR 38 Per Hour 9 days prior to the event move in date			
Cleaner						
Cleaning Supervisor						

\*Min 8 hours per day for Cleaner / Supervisor

Stand by Cleaning	Number of Hours Advanced Rate	Number of Hours Standard Rate	Number of Hours Late Rate	Number of Cleaners/ Supervisors	No. of Days	Total Amount QAR
	QAR 32 Per Hour 30 days or more days prior to the event move in date	QAR 35 Per Hour 29 to 10 days prior to the event move in date	QAR 38 Per Hour 9 days prior to the event move in date			
Cleaner						
Cleaning Supervisor						

\*Min 8 hours per day for Cleaner / Supervisor

# Form 12 – Stand Cleaning 3/4



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## Stand Cleaning Form 2020

### Schedule of Services\* (Stand Cleaning)

\* One Cleaning Supervisor shall be ordered for every 8 Cleaners scheduled at the same shift

Date	Day	Service Start Time	Service End Time	Total Shift Hours	Event Period (Buildup, Live, Breakdown)	Cleaner Quantity	Supervisor Quantity	Cleaner Total Hours	Supervisor Total Hours

- The **Complete Stand Cleaning Solution** includes deep cleaning of the stand, vacuuming or wet mopping of floors; dusting of counter tops and furniture; emptying of bins, cleaning of walls, glass and partitions (**except clear acrylic partitions**).
- All deep cleaning activities are preferably to be carried prior to live time, and not during the exhibition open hours to ensure the stands are ready prior to the opening of the exhibition. Deep cleaning is recommended to be performed on the night before the each day of the event and each night thereafter.
- In order to guarantee quality of service, exhibition stands **must be clear of all contractors' tools, materials and equipment** prior to the deep cleaning activities.
- The role of the **Stand-by Cleaner** is to ensure that the stand is kept clean and presentable at all times and free from the accumulation of waste. Also perform any reactive cleaning required during the open hours of the event.
- It is always advisable to consult with the DECC Cleaning team for recommendation of deployment & allocation of cleaning staff for stand cleaning purposes by sending an email to [fm@decc.qa](mailto:fm@decc.qa) or call FM Department at +974 4033 1111

## Form 12 – Stand Cleaning 4/4



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Cleaning 6

Total Items Ordered	
Total Amount QAR	

**Payment Method:** Payment should be made only on receiving your pro-forma invoice

### BANKING DETAILS

NATIONAL TOURISM COUNCIL

Qatar National Bank (QNB)

Doha-Qatar

Account No: 0013-245300-003

IBAN No.: QA49 QNBA 0000 0000 0013 2453 0000 3

SWIFT CODE: QNBAQAQA

If payment is made by electronic transfer, please forward a copy of the transaction slip via email Exhibitors@decc.qa

### CONDITIONS OF SALE

- DECC Housekeeping team will not clean displayed items or equipment.
- DECC Housekeeping team will not be held liable for any loss or damage related to the cleaning of the exhibition stand.
- DECC Housekeeping team does not supply cleaning materials to exhibitors or their contractors.
- DECC Housekeeping team will not perform high level cleaning above 2.5 meters.
- DECC Housekeeping team will not be responsible for the removal of any bulky waste/large construction materials.
- An order is considered confirmed only if the payment has been settled prior to the service start time.
- Advanced payment of all orders is compulsory. No account or credit facilities are available.
- The Stand Cleaning order(s) and services are subject to availability. It's advisable to place your cleaning order **3 days** prior to the service start date.
- Successful delivery of your order is dependent on accurate ordering information provided
- Claims/Refunds will not be considered unless filed in writing prior to the close of the event
- Cancellation of services must be made 48 hours in advance. Any cancellation made less than 48 hours of delivery date will be subject to a cancellation fee of up to the 100% of the total service order value
- The price quoted does not include any taxes or levies applicable in Qatar or in any Country, the same will have to be borne by the customer and is not the responsibility of DECC

#### Cautionary Note:

In the event of *venue security lockdowns by the authorities*, services may be delayed/or cancelled subject to the instructions provided by the authorities. DECC must not be held responsible for delays or cancellations in such rare occasions.