

No outside food or drinks is allowed for own or third party consumption during the mounting phase, event and dismantling phase.

In House Services: BOOTH CLEANING ORDER FORM

Payment in full must accompany order form



Show Name: **IBTM** Show dates: **August 24-25, 2022**
Deadline of payment for additional services and formats via email (wire transfers): August 08, 2022

If you wish to place an order after deadline you will need to do so by visiting Centro Citibanamex Services Office located in site.

BILLING INFORMATION

Booth #

Company Name: _____
Address 1: _____
Address 2: _____ Zip Code: _____
City: _____ Tax ID/ VAT number: _____
State: _____ Country: _____
Phone number: _____
On-site contact: _____ E-mail: _____

SERVICE	Rate	Total Sq. M.	Total of Days	TOTAL
Service, per square meter, per day.	USD 2.00			

We do not remove plastic from carpets or provide cleaning service the night before the show opens. All cleaning is done each morning before the show starts. Please indicate below the days and the hour you would like to receive the cleaning service.

Days	24	25	TOTAL	Sub Total	USD
Select the days needed.				TAX (16%)	USD
				Total	USD

PAYMENT FORM

BANK: Citibank, NA Account number: 36314909
ABA Number: 021 000 089
Bank Transfer Swift: CITIUS33;
111 Wall Street, 10043 New York, USA
Beneficiary: REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV

Note: Please send order form & payment transaction to adicionales-CCB@ocesa.mx

Credit Card Number: _____

I hereby authorize charging any unpaid balance to my credit card

AMEX Code* _____
VISA *IMPORTANT Printed Name of Card Holder _____
MASTERCARD Expiration Date _____
BANAMEX Card Holder's Signature / I hereby authorize used of my financial data. _____

Please be sure to include the complete information on your credit card. The charge will be done in mexican currency, and your bank statement will reflect the exchange rate applied at the time of the transaction; therefore prices may vary at the end.

Charges for this service on your credit card will appear under "CENTRO CITIBANAMEX"

*Representaciones de Exposiciones México, SA de CV, at Avenida Conscripto numero 311, Colonia Lomas de Sotelo, C.P. 11200, Delegacion Miguel Hidalgo in Mexico City, will use your personal data collected here to provide the services required by you and To comply with obligations contracted by our clients For more information about the treatment and rights that can be enforced, you can access the full Privacy Notice at www.centrocitibanamex.com/es/aviso-de-privacidad.

TERMS AND CONDITIONS

- a.-The price of the service is per day according the square meters. The charge will be done in mexican pesos.
- b- The cleaning service includes specialized cleaning personnel and the necessary items and equipment for this purpose.
- c- The cleaning personnel cannot be employed in tasks different from cleaning process.
- d.- The cleaning service will be performed out of the event's schedule to not interfere with the exhibiting.
- e- The special cleaning service will be performed once a day and includes vacuum cleaning, garbage removal, cleaning of working furniture, i.e. chairs, desks, tables, etc. It does not include display cleaning.
- f- Full payment is required in order to install any service requested to Centro Citibanamex.

Services requested during set-up & show will be accepted and installed upon availability.

h- All the devices and material used for service purposes are property of the Centro Citibanamex, therefore all the prices are on a rental basis.

REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV adicionales-CCB @ocesa.mx
Conscripto No. 311, Col. Lomas de Sotelo 11200 Mexico, D.F. MEXICO
(52+55) 5268 2000 Ext. 2054



Toll Free No. 1-866-406-1626 ext. 2054 from USA & CANADA

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