

EXCESS WASTE SIGN-OFF SHEET



EVENT DATE

Items left post event	Multiples and location	Cost*	Total cost £
Empty pallets		£6.50 each	
Half pallet of paper or brochures (approx. 30 boxes)		£147.50 per pallet	
Full pallet of paper or brochures (approx. 60 boxes)		£295 per pallet	
Individual box of brochures		£5 per box	
Space only stand carpet: Up to 9m ² Over 9m ² (costs depend on carpet type, i.e. foam-backed, etc.) Or labour		£9.70 per m ² £6.00 per m ² £7.00 per m ²	
Carpet roll tubes		£10.00 per tube	
Carpet off-cuts over 1m ²		£20 per piece	
Carpet roll		By quotation	
Timber/laminated flooring		From £22 per length	
Furniture		From £55 per item	
Panels		From £22 each	
Small fridge or freezer		£110	
Upright fridge/washing machine		£275	
Metal ware		From £22	
Whole or part of stand		By quotation	
35-40 yard skip (Includes fork lifting & loading by Olympia London)		Up to 5 tonnes - £800 £115 per tonne thereafter	
Pop-up panels		£30.00	
Signage		£11 per panel	
Banners		Price by quotation	

*Costs subject to change due to increases from suppliers.

Agreed approximate total cost £ _____

Signature of cleaning employee

Signature of Event Manager

I understand that, if I leave site before breakdown has been completed, I will be liable for any excess waste left after this time:

Signature of event organiser