

WASTE SIGN-OFF SHEET 2026

EVENT DATE

Items left post event	No.	Cost	Total cost £
Euro bin hire (1100L) MIXED WASTE		£150 each	
Euro bin hire (1100L) PLASTIC		£120 each	
Euro bin hire (1100L) CARDBOARD		£20 each	
Bottle bin (240 litre)*		£20 each	
Food waste bin (240 litre)* Food waste caddy* Harvested food fit for redistribution to charities*		£30 each £0 £0	
Empty pallet		£10.00 each	
Individual box of brochures		£10 per box	
Paint bucket, brushes*		£20 each	
Carpet/vinyl, any hard plastic		£11.00 per m ²	
Poly on carpet removal (Booked in advance) Last-minute booking (On the day of event)		£1.00 per m ² £2.00 per m ²	
Carpet roll tube		£15.00 per tube	
Timber/laminated flooring		From £50 per length	
Furniture - chairs, coffee tables, small cabinets Larger items		From £90 per item by quotation	
Panels		From £50 each	
Small electrical items TV, laptops, small screen* Small fridge or freezer, water cooler* Large upright fridge/washing machine, TV &/or screens*		£100 each £180 each £360 each	
Metalware (stand structure, fixings or features)		From £25 per m ²	
Whole or part of a stand		By quotation	
35–40-yard skip. Includes loading by Olympia Events		Up to 5 tonnes - £1700.00 £200 per tonne thereafter	
Pop-up panels		£60.00 each	
Signage and banners (foamex or printed signs 1m x 2m)		£50 per panel	
Food waste deposited into a compactor will be charged for		£70.00 per tonne for contaminated compactor	
COSHH or hazardous materials		Price by quotation	
Cleaning staff hire		£30.00 per hour, min. 5h	

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

EXHIBITOR STAND CLEANING AND WASTE MANAGEMENT ORDER FORM

Disposal of specialist waste is charged separately. Items marked with an asterisk (*) on the excess waste sign-off sheet cannot be disposed of in a skip.

This form is to be submitted to the Cleaning Team prior to the exhibitor calling to make payment. We only accept card or BACS payment in advance; purchase orders are not accepted.

To be completed by customer			
Event name			
Stand number			
Company name			
Contact details			
Contact number			
Email address			
Invoice address inc. post code			
VAT status (please tick)	<input type="checkbox"/> GB VAT registered GB 931 5093 37 <input type="checkbox"/> EU VAT registered. VAT number <input type="checkbox"/> Rest of World (not UK or EU) <input type="checkbox"/> Unincorporated		
Services & prices agreed:	Service (include size of item(s) where relevant):	Date required:	Price £:
Total Price (excluding VAT)		£	
Total to pay (including VAT)		£	

Signed by customer.....

Date

This order form confirms the services agreed. An invoice will be sent to the contact named above on receipt of payment. Invoice will be dated as at the payment date.

For card payment: Our office hours are Monday to Friday 9am-4pm; Call Cleaning 020 7598 2510 or Finance 020 7598 2726 **For BACS: Olympia Ltd, Sort code 60-07-14, Account 19112785**

To be completed by Olympia Events Finance Department	
VAT status checked <input type="checkbox"/>	Invoice number generated: Invoice sent to customer on (date):