





**SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2010**  
Listed prices are for banners 25lbs and under. All banners over 25lbs will be custom quoted.

EVENT #:

**EVENT INFORMATION:**

EVENT NAME: \_\_\_\_\_

BOOTH NUMBERS:

EVENT DATES: \_\_\_\_\_

**DIAGRAM REQUIRED** – Please draw or attach diagram of Exhibition Booth and show Banner placement. Indicate number of hanging points for sign/banner.

**PLEASE NOTE:**

Sign/Banners must arrive at Vancouver Convention Centre 5 business days prior to exhibitor move-in (see your arrival date indicated below).

**SIGN/BANNER SPECIFICATIONS:**

BOOTH SIZE \_\_\_\_\_

BANNER MATERIAL \_\_\_\_\_

BANNER LENGTH \_\_\_\_\_

# OF SIGNS/BANNERS TO BE HUNG \_\_\_\_\_

BANNER PLACEMENT (ie: centred to table):  
\_\_\_\_\_

BANNER HEIGHT FROM GROUND \_\_\_\_\_

BANNER WEIGHT \_\_\_\_\_

INSTALL DATE & TIME \_\_\_\_\_

DISMANTLE DATE & TIME \_\_\_\_\_

**ALL ORDERS MUST BE SUBMITTED COMPLETE WITH DIAGRAM NO LATER THAN 1700 HRS ON,**

(Your order must be received at the Vancouver Convention Centre 21 days prior to move-in date. Your banner must arrive on site 5 business days prior to move-in date.)

**YOUR SIGN/BANNER MUST BE RECEIVED BY 1700 HRS ON** \_\_\_\_\_

**SHIPPING INSTRUCTIONS:**

All shipments must have all of the below information attached to the outside of each piece of your shipment.

Show Name: \_\_\_\_\_ Booth # \_\_\_\_\_

c/o Vancouver Convention Centre

With full mailing address to either the East or the West Building dependent on where your event is scheduled to take place