SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2012

This form is your official invoice – please keep a copy for your records

All Prices Subject to Applicable Taxes
All Prices Subject to Change Without Notice

LISTED PRICES ARE FOR BANNERS 25LBS AND UNDER & DO NOT EXCEED 8 LINEAR FEET. ALL BANNERS OVER 25LBS & 8 LINEAR FEET WILL REQUIRE CUSTOM QUOTING.

EVENT #

COMPLETED FORM REQUIRED ( ) 21 DAYS PRIOR TO MOVE IN DATE

BANNER (S) MUST ARRIVE ON SITE _____

EVENT INFORMATION

EVENT NAME: _____

BOOTH NUMBERS:

EVENT DATES: _____

METHOD OF SHIPPING: _____

CUSTOMER INFORMATION: DIAGRAM MUST BE COMPLETED FOR APPROVAL TO BE GRANTED (PAGE 2 ATTACHED)

COMPANY NAME: _____

COMPANY ADDRESS: _____

Street City Province/State Postal/Zip Code

CONTACT NAME: _____ TELEPHONE #: ( ) _____

E-MAIL: _____ FAX #: ( ) _____

PRICES AS LISTED ARE FOR 25LBS AND UNDER & DO NOT EXCEED 8 LINEAR FEET– CUSTOM QUOTES ARE REQUIRED FOR BANNERS OVER 25LBS. & 8 LINEAR FEET. INACCURATE REPORTING OF BANNER WEIGHTS WILL RESULT IN DELAYS, INABILITY TO HANG BANNERS AND HIGHER COSTS BILLED TO EXHIBITOR.

21 days prior with payment $550.00 Canadian **(25lbs & under & do not exceed 8 linear feet)**	X	=	12.00% HST _____ HST (#R100432764)	= $
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN
20 days prior with payment $700.00 Canadian **(25lbs & under & do not exceed 8 linear feet)**	X	=	12.00% HST _____ HST (#R100432764)	= $
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN

PAYMENT INFORMATION:

Make cheques payable to:

VANCOUVER CONVENTION CENTRE
1055 CANADA PLACE
VANCOUVER, BC CANADA
V6C 0C3

Advance orders with payment are 21 days prior to move-in date. All orders must be accompanied by payment. Make all payments in Canadian Funds.

To fax your form or for further inquires:

Call (604) 647-7206
Fax (604) 647-7325

❑ Cash ❑ Cheque ❑ Money Order

❑ Visa ❑ MasterCard ❑ American Express ❑ Bank Wire Transfer (Add $10.00 Service Charge to total) _____

Credit Card Number: _____ Expiry Date: _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: _____ _____
Print Name and Title of Authorized Representative

EVENT #:

SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2012
Listed prices are for banners 25lbs and under. All banners over 25lbs will be custom quoted.

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