



# EXHIBITOR SECURITY REQUEST 2011

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

EVENT #:

### EVENT INFORMATION:

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

BOOTH NUMBER: \_\_\_\_\_

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

DATE(S) SECURITY REQUIRED: \_\_\_\_\_  
(SPECIFY EACH DATE REQUIRED)

### CUSTOMER INFORMATION:

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
Street City Province/State Postal/Zip Code

ON-SITE CONTACT NAME: \_\_\_\_\_ TELEPHONE #: ( ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX #: ( ) \_\_\_\_\_

#### DISCOUNT RATE UP TO 7 DAYS PRIOR TO SHOW MOVE-IN DATE (4 hour minimum call time for all labour)

SHIFT TIMES	X RATE	X # OF DAYS	TOTAL
= _____ HOURS	\$28.00/Hr.		
= _____ HOURS			
= _____ HOURS			

#### ORDERS RECEIVED 48 HOURS & UNDER (NEW OR CHANGES, CANCELLATIONS NON-REFUNDABLE)

SHIFT TIMES	X RATE	X # OF DAYS	TOTAL
= _____ HOURS	\$49.00/Hr.		
= _____ HOURS			
= _____ HOURS			

ORDERS PRIOR TO 48 HOURS NOTICE FOR CANADIAN STATUTORY HOLIDAYS @ \$56.00 / HOUR  
ORDERS 48 HOURS & UNDER NOTICE FOR CANADIAN STATUTORY HOLIDAYS @ \$98.00/ HOUR

### SPECIAL INSTRUCTIONS:

\_\_\_\_\_

### PAYMENT INFORMATION:

Make Cheques Payable to:

**Vancouver Convention Centre**  
1055 Canada Place  
Vancouver, BC Canada V6C 0C3

To fax your form or for further inquiries:

Call (604) 647-7206

Fax (604) 647-7325

Discount Rate applicable up to 7 days prior to move-in date. Make all payments in Canadian Funds. All orders must be accompanied by payment.

SUB TOTAL

12% HST (#R100432764)

TOTAL CANADIAN

- 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 provide 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