



**SIGN/BANNER INSTALLATION & DISMANTLE  
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

**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.

<b>21 days prior with payment \$500.00 Canadian</b> <b>(25lbs &amp; under &amp; do not exceed 8 linear feet)</b>	X	=	12.00% HST _____ HST (#R100432764)	= \$
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN
<b>20 days prior with payment \$650.00 Canadian</b> <b>(25lbs &amp; under &amp; do not exceed 8 linear feet)</b>	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 inquiries:**

**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

