

**SIGN/BANNER INSTALLATION & DISMANTLE
REQUEST 2015**

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

EVENT #: 40721



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.

COMPLETED FORM REQUIRED (SEPTEMBER 23 2015) 21 DAYS PRIOR TO EVENT MOVE IN DATE

BANNER (S) MUST ARRIVE ON SITE **OCTOBER 15 2015**

EVENT INFORMATION

EVENT NAME: **CONNECT: LODGING/DRINK/FOOD EXPO 2015**

BOOTH NUMBERS:

EVENT DATES: **OCTOBER 18-19 2015**

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 \$595.00 Canadian (25lbs & under & do not exceed 8 linear feet)	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= \$
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN
20 days prior with payment \$745.00 Canadian (25lbs & under & do not exceed 8 linear feet)	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= \$
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 event 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
 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



SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2015
 Listed prices are for banners 25lbs and under. All banners over 25lbs will be custom quoted.

EVENT #: 40721

EVENT INFORMATION:

EVENT NAME: CONNECT: LODGING/DRINK/FOOD EXPO 2015

BOOTH NUMBERS:

EVENT DATES: OCTOBER 18-19 2015

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 2 business days prior to event 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 _____
INSTALL DATE & TIME _____	BANNER WEIGHT _____
	DISMANTLE DATE & TIME _____

ALL ORDERS MUST BE SUBMITTED COMPLETE WITH DIAGRAM NO LATER THAN 1700 HRS ON, SEPTEMBER 23 2015

(Your order must be received at the Vancouver Convention Centre 21 days prior to event move-in date. Your banner must arrive on site 2 business days prior to move-in date.)

YOUR SIGN/BANNER MUST BE RECEIVED BY 1700 HRS ON OCTOBER 15 2015

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.