



SIGN/BANNER INSTALLATION & DISMANTLE REQUEST BALLROOMS WEST 2013

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 #

ALL BANNERS WILL BE CUSTOM QUOTED FOR BALLROOMS WEST

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

BANNER (S) MUST ARRIVE ON SITE _____

EVENT INFORMATION

EVENT
NAME: _____

BOOTH
NUMBERS:

EVENT
DATES: _____

METHOD OF
SHIPPING: _____

**CUSTOMER INFORMATION: DIAGRAM MUST BE COMPLETED OR PICTURE SUBMITTED 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 #: () _____

INACCURATE REPORTING OF BANNER WEIGHTS WILL RESULT IN DELAYS, INABILITY TO HANG BANNERS AND HIGHER COSTS BILLED TO EXHIBITOR.

BALLROOMS WEST QUOTE			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**

**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



SIGN/BANNER INSTALLATION & DISMANTLE REQUEST BALLROOMS WEST 2013

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 _____

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