

**SIGN/BANNER INSTALLATION & DISMANTLE
REQUEST BALLROOMS WEST 2017**

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

All Orders Must Be Accompanied By Payment.
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 EVENT MOVE IN DATE FOR 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
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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
 Visa MasterCard American Express Bank Wire Transfer (Please inquire for additional details)

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 2017
Listed prices are for banners 25lbs and under. All banners over 25lbs will be custom quoted.

EVENT INFORMATION:

EVENT NAME: _____

EVENT DATES: _____

BOOTH NUMBERS:

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 _____

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 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 _____

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.