



**SIGN/BANNER INSTALLATION & DISMANTLE
REQUEST BALLROOMS WEST 2010**

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 # 21651

**ALL BANNERS WILL BE CUSTOM QUOTED FOR
BALLROOMS WEST**

COMPLETED FORM REQUIRED (APRIL 26, 2010) 21 DAYS PRIOR TO MOVE IN DATE TO REQUEST QUOTE

BANNER (S) MUST ARRIVE ON SITE **MAY 12, 2010**

EVENT INFORMATION

EVENT NAME: **WORLD TUNNEL CONGRESS 2010**

BOOTH NUMBERS:

EVENT DATES: **MAY 17 – 19, 2010**

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 _____	= \$
			GST (#R100432764)	
COST PER BANNER	# OF BANNERS	SUB TOTAL	7.00% PST _____	TOTAL CANADIAN
			PST (#R791593)	

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 inquires:**

**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



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EVENT #: 21651

EVENT INFORMATION:

EVENT NAME: WORLD TUNNEL CONGRESS 2010

BOOTH
NUMBERS:

EVENT DATES: MAY 17 – 19, 2010

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, APRIL 26, 2010

(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 MAY 12, 2010

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