



SIGN/BANNER INSTALLATION & DISMANTLE REQUEST

(Effective January 1, 2007)

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.
ALL BANNERS OVER 25LBS WILL BE CUSTOM QUOTED.**

VCEC USE ONLY:
EVENT # 22387

**COMPLETED FORM REQUIRED (NOVEMBER 6, 2007) 21 DAYS PRIOR TO MOVE IN DATE
BANNER (S) MUST ARRIVE ON SITE NOVEMBER 23, 2007
EVENT INFORMATION**

EVENT NAME: CANADIAN WASTE AND RECYCLING EXPO – 2007

BOOTH NUMBERS:

EVENT DATES: NOVEMBER 28 – 29, 2007

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 – CUSTOM QUOTES FOR BANNERS OVER 25LBS. INACCURATE REPORTING OF BANNER WEIGHTS WILL RESULT IN DELAYS, INABILITY TO HANG BANNERS AND HIGHER COSTS BILLED TO EXHIBITOR.

21 days prior with payment \$400.00 Canadian (25lbs & under)	X	=	6.00% GST _____ GST (#R100432764) 7.00% PST _____ PST (#R791593)	= \$
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN
20 days prior with payment \$600.00 Canadian (25lbs & under)	X	=	6.00% GST _____ GST (#R100432764) 7.00% PST _____ PST (#R791593)	= \$
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN

PAYMENT INFORMATION:

Make cheques payable to:

VCEC

200 – 999 CANADA PLACE

VANCOUVER, BC CANADA V6C 3C1

☐ 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 VCEC 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
Listed prices are for banners 25lbs and under. All banners
over 25lbs will be custom quoted.
(Effective January 1, 2007)

EVENT INFORMATION:EVENT NAME: CANADIAN WASTE AND RECYCLING EXPO - 2007BOOTH
NUMBERS:EVENT DATES: NOVEMBER 28 – 29, 2007

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 VCEC 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 NOVEMBER 6, 2007

(Your order must be received AT VCEC 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 NOVEMBER 23, 2007

SHIPPING INSTRUCTIONS:

All shipments must have all of the above information attached to the outside of each piece of your shipment.
Our shipping address is:

Show Name: _____ Booth # _____
c/o Vancouver Convention & Exhibition Centre (VCEC)
999 Canada Place, Vancouver, BC, Canada V6C 3C1
Via: East Truck Route - Attention: Guest Services