

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

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

EVENT #: **44728**



All Orders Must Be Accompanied By Payment  
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 ( OCTOBER 20, 2017 ) 21 DAYS PRIOR TO EVENT MOVE IN DATE**

BANNER (S) MUST ARRIVE ON SITE **NOVEMBER 10, 2017**  
**EVENT INFORMATION**

EVENT NAME: **FAN EXPO VANCOUVER**

BOOTH NUMBERS:

EVENT DATES: **NOV. 10-12, 2017**

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.**

<b>21 days prior with payment \$595.00 Canadian (25lbs &amp; under &amp; do not exceed 8 linear feet)</b>	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= \$
<b>COST PER BANNER</b>	<b># OF BANNERS</b>	<b>SUB TOTAL</b>		<b>TOTAL CANADIAN</b>
<b>20 days prior with payment \$745.00 Canadian (25lbs &amp; under &amp; do not exceed 8 linear feet)</b>	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= \$
<b>COST PER BANNER</b>	<b># OF BANNERS</b>	<b>SUB TOTAL</b>		<b>TOTAL CANADIAN</b>

**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 (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



**SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2017**  
Listed prices are for banners 25lbs and under. All banners over 25lbs will be custom quoted.

EVENT #: 44728

## EVENT INFORMATION:

EVENT NAME: FAN EXPO VANCOUVERBOOTH  
NUMBERS:EVENT DATES: NOV. 10-12, 2017

**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 &amp; TIME \_\_\_\_\_

DISMANTLE DATE &amp; TIME \_\_\_\_\_

**ALL ORDERS MUST BE SUBMITTED COMPLETE WITH DIAGRAM NO LATER THAN 1700 HRS ON, OCTOBER 20, 2017**

(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 NOVEMBER 10, 2017**

## 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.