

**SIGN/BANNER INSTALLATION & DISMANTLE
REQUEST 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

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.

EVENT #: **43183**

COMPLETED FORM REQUIRED (FEBRUARY 23, 2017) 21 DAYS PRIOR TO EVENT MOVE IN DATE

BANNER (S) MUST ARRIVE ON SITE MARCH 14, 2017

EVENT INFORMATION

EVENT NAME: **ESTHETIQUE SPA INTERNATIONAL 2017**

BOOTH
NUMBERS:

EVENT DATES: **MARCH 19 – 20, 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.

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

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 #: 43183

EVENT INFORMATION:EVENT NAME: ESTHETIQUE SPA INTERNATIONAL 2017BOOTH
NUMBERS:EVENT DATES: MARCH 19 – 20, 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 & TIME _____

DISMANTLE DATE & TIME _____

ALL ORDERS MUST BE SUBMITTED COMPLETE WITH DIAGRAM NO LATER THAN 1700 HRS ON FEBRUARY 23, 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 MARCH 14, 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.