



# INSTALLATION OF SIGNS AND BANNERS

- Bring banners to the Service Desk upon arrival at the show.
- ***DO NOT SHIP IN ADVANCE*** as The Centre does not have storage space available.
- ALL banners installed on a **first-come, first served** basis whether paid in advance or not.
  - ALL banners installed subject to a minimum one hour charge for scissor lift and operator for installation and removal.

Number of banner(s) \_\_\_\_\_

Dimensions of banner(s) \_\_\_\_\_

Approximate weight of banner(s) \_\_\_\_\_

Location (Floor and Booth #) \_\_\_\_\_

**\*\*\*LIMITATION ON PLACEMENT OF SIGNS IN HALL C\*\*\***

Approximate height of the bottom of the sign from floor \_\_\_\_\_  
(NOTE: Third floor ceiling height is approximately 30 feet)

Scheduled ingress date and time \_\_\_\_\_

**COMPLETE THIS FORM, ENCLOSE PAYMENT, AND FORWARD TO:**

**RBC CONVENTION CENTRE WINNIPEG  
EVENT SERVICES  
375 YORK AVENUE, WINNIPEG, MANITOBA R3C 3J3  
Phone: (204) 957 4538 Fax: (204) 957 4576 E-Mail: [maryf@wcc.mb.ca](mailto:maryf@wcc.mb.ca)**

Company Name _____	Event International Downtown Association	Date of Event: Sept 13-15, 2017
Company Address _____	City _____	Prov./State _____ Postal/Zip Code _____
PhoneNumber - Head Office: _____	Phone Number - Local: _____	Fax No. _____
Name of Representative (Please Print) _____	Title _____	
Email: _____	Date _____	

SUPPLY OF SERVICES BY OUTSIDE CONTRACTORS WITHIN THE RBC CONVENTION CENTRE WINNIPEG MAY RESULT IN A FEE CHARGE TO THE SUPPLIER OR CLIENT.	<b>PAYMENT IN FULL MUST ACCOMPANY ORDER - SEE OVERLEAF FOR PAYMENT CONDITIONS</b>
	IF PAYING BY CREDIT CARD, PLEASE SPECIFY:
	CREDIT CARD: _____ EXPIRY DATE: _____
	CARD NUMBER: _____
	CARD HOLDER NAME: _____

**ALL RATES SUBJECT TO CHANGE WITHOUT NOTICE. REFER TO CONTRACT FOR CONDITIONS AND RESTRICTIONS**

**[www.wcc.mb.ca](http://www.wcc.mb.ca)**

### **IMPORTANT - Please Note Payment Conditions**

1. All orders must be accompanied by a cheque or credit card to the full amount of the order, which must include the Provincial Sales Tax and G.S.T.
2. All orders taken on the Exhibit Floor during the designated show/event ingress hours must be paid by cash, cheque (with approved identification) or credit card. The accepted credit cards are American Express, Visa, and Master Card.