

**SIGN/BANNER INSTALLATION & DISMANTLE  
REQUEST 2016**

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

EVENT #: 200389



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 ( JUNE 23, 2016 ) 21 DAYS PRIOR TO EVENT MOVE IN DATE**

**BANNER (S) MUST ARRIVE ON SITE JULY 12, 2016**

**EVENT INFORMATION**

EVENT NAME: **IMATS VANCOUVER SHOW 2016**

BOOTH NUMBERS:

EVENT DATES: **JULY 16 – 17, 2016**

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</b> <b>(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</b> <b>(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 2016**  
Listed prices are for banners 25lbs and under. All banners over 25lbs will be custom quoted.

EVENT #: 200389

## EVENT INFORMATION:

EVENT NAME: IMATS VANCOUVER SHOW 2016BOOTH  
NUMBERS:EVENT DATES: JULY 16 – 17, 2016

**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 _____
INSTALL DATE & TIME _____	BANNER WEIGHT _____
	DISMANTLE DATE & TIME _____

**ALL ORDERS MUST BE SUBMITTED COMPLETE WITH DIAGRAM NO LATER THAN 1700 HRS ON, JUNE 23, 2016**

(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 JULY 12, 2016**

## 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.