



# SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2009

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.**

EVENT # 23507

**COMPLETED FORM REQUIRED (MARCH 23, 2010) 21 DAYS PRIOR TO MOVE IN DATE**

BANNER (S) MUST ARRIVE ON SITE **APRIL 6, 2010**

### EVENT INFORMATION

EVENT NAME: **PACIFIC DENTAL CONFERENCE 2010**

BOOTH NUMBERS:

EVENT DATES: **APRIL 15 – 17, 2010**

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.**

<b>21 days prior with payment \$400.00 Canadian (25lbs &amp; under)</b>	X	=	5.00% GST _____ GST (#R100432764) 7.00% PST _____ PST (#R791593)	= \$
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN
<b>20 days prior with payment \$600.00 Canadian (25lbs &amp; under)</b>	X	=	5.00% GST _____ GST (#R100432764) 7.00% PST _____ PST (#R791593)	= \$
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 move-in date. All orders must be accompanied by payment. Make all payments in Canadian Funds.**

**To fax your form or for further inquires:**

**Call (604) 647-7206  
Fax (604) 647-7325**

- 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 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 2008**  
Listed prices are for banners 25lbs and under. All banners over 25lbs will be custom quoted.

EVENT #: 23507

## EVENT INFORMATION:

EVENT NAME: PACIFIC DENTAL CONFERENCE 2010BOOTH  
NUMBERS:EVENT DATES: APRIL 15 – 17, 2010

**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 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, MARCH 23, 2010**

(Your order must be received at the Vancouver Convention Centre 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 APRIL 6, 2010**

## 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