

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

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

EVENT #: 201373



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 ( MARCH 30, 2017 ) 21 DAYS PRIOR TO EVENT MOVE IN DATE**

BANNER (S) MUST ARRIVE ON SITE **APRIL 19, 2017**

**EVENT INFORMATION**

EVENT NAME: **BAKERY CONGRESS 2017**

BOOTH NUMBERS:

EVENT DATES: **APRIL 23 – 24, 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

EVENT #: 201373



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

**EVENT INFORMATION:**

EVENT NAME: BAKERY CONGRESS 2017

BOOTH NUMBERS:

EVENT DATES: APRIL 23 – 24, 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 _____
INSTALL DATE & TIME _____	BANNER WEIGHT _____
	DISMANTLE DATE & TIME _____

**ALL ORDERS MUST BE SUBMITTED COMPLETE WITH DIAGRAM NO LATER THAN 1700 HRS ON MARCH 30, 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 APRIL 19, 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.