



SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2008
Listed prices are for banners 25lbs and under. All banners over 25lbs will be custom quoted.

EVENT #: 24665

EVENT INFORMATION:

EVENT NAME: CANADIAN COFFEE & TEA SHOW 2009

BOOTH NUMBERS:

EVENT DATES: OCTOBER 14 – 15, 2009

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, SEPTEMBER 22/09

(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 OCTOBER 9, 2009

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