



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 subject to a minimum one hour charge for scissorlift and operator for installation and removal

Number of banner(s) _____

Dimensions of banner(s) _____

Approximate weight of banner(s) _____

Location (Floor and Booth #) _____

Approximate height of the bottom of the sign from the floor _____

NOTE: Third floor ceiling height is approximately 30 feet.

Scheduled ingress date and time _____

COMPLETE THIS FORM, AND FORWARD TO:

WINNIPEG CONVENTION CENTRE

EVENT SERVICES

375 YORK AVENUE, WINNIPEG, MANITOBA R3C 3J3

Phone: (204) 957-4538 Fax: (204) 957-4576 E-Mail: maryf@wcc.mb.ca

Company Name _____	Event _____	Date of Event _____
Company Address _____	City _____	Prov. Or State _____ Postal Code _____
Phone Number: _____	Fax No. _____	
Name of Representative (Please Print) _____	Title _____	
Signature _____	Date _____	

SUPPLY OF SERVICES BY OUTSIDE CONTRACTORS WITHIN THE WINNIPEG CONVENTION CENTRE MAY RESULT IN A FEE CHARGED TO THE SUPPLIER OR	IF PAYING BY CREDIT CARD, PLEASE SPECIFY: CREDIT CARD: _____ EXPIRY DATE: _____ CARD NUMBER: _____ CARD HOLDER NAME: _____ <p style="text-align: center;">(Accepted credit cards: American Express, Master Card, En Route, Visa)</p>
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ALL RATES SUBJECT TO CHANGE WITHOUT NOTICE. REFER TO CONTRACT FOR CONDITIONS AND RESTRICTIONS

