



EXHIBITOR SERVICES
BANNER HANGING 2022-2023

Exhibitor Information

EVENT NAME: \_\_\_\_\_
Booth #: \_\_\_\_\_ Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_
Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov./State: \_\_\_\_\_ Postal/ZIP: \_\_\_\_\_

STANDARD BANNER:

ONLY ORDER WHEN:

- 2 dimensional
• Under 20 feet long and 10 feet tall fully assembled
• The banner is installed before booth set-up
• Only at available rigging points
• Within regular hours (Mon-Fri 8am-4:30pm)
• No electricity required
• Weekend Services may incur an extra charge

Subject to inspection-additional charges may apply

Location of booth:

- 1st & 2nd Floor (\$175 plus taxes)
3rd Floor & South Building (\$250 plus taxes)

ONLY PROVIDE PAYMENT INFORMATION WITH STANDARD BANNER. If your banner exceeds the standard banner, please complete the information on the NON-STANDARD BANNER Section on the right side.

I hereby authorize the RBC Convention Centre Winnipeg to perform the service described above and agree to assume complete responsibility for all charges for service.

I have read and understood the overhead rules and regulations.

Authorized Signature

Name & Title of Authorized Representative

Date MM/DD/YY

Email your form to: services@wcc.mb.ca
For further inquiries or information call Exhibitor Services at 204-957-4513.
All emails need to be accompanied with a Payment Authorization Form.

NON-STANDARD BANNER:

If your banner exceeds the standard banner specifications, please complete the information below.

Inaccurate reporting of banner weight and size will result in time delays, increased costs to the exhibitor, and potential inability to hang.

Additional charges may apply.

We do not assemble banners.

All rates are subject to change without notice.

Please tell us about your banner specifications:

When will the banner be on-site, assembled and ready to hang: \_\_\_\_\_

Booth Size: \_\_\_\_\_

Banner Length: \_\_\_\_\_

Banner Construction/Material: \_\_\_\_\_

Banner Placement in Booth: \_\_\_\_\_

# of banners: \_\_\_\_\_

Banner Weight: \_\_\_\_\_

Ideal Banner Height from Ground (to top of banner): \_\_\_\_\_

Do you require Flown Electrical/

Interior Lighting: \_\_\_\_\_

Notes: \_\_\_\_\_

NOTE:

Once the RBC Convention Centre receives your request, we will book and confirm it, if approved. At the time of ingress, please provide the Service Desk with your form of payment. Only then will we process your payment and execute your service request. Pick up arrangements will be confirmed with the technician on-site. The Centre is unable to hold banners for more than 24 hours.