



**APPLICATION FORM**

**EVENT NAME:** \_\_\_\_\_ **EVENT DATES:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov./State: \_\_\_\_\_ Postal/ZIP: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Subject to inspection-additional charges may apply for banners that don't meet the following criteria:

- 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 8:00am-4:30pm (Weekend Services may incur an extra charge)
- No electricity required

Location of Booth /Banner	Rate	Number of Banners	Total \$
1st & 2nd Floor	\$225 plus tax		
3rd Floor & South Building	\$325 plus tax		

SUBTOTAL: \$ \_\_\_\_\_

GST 5%: \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

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

**NOTE:**

- **Pick up arrangements will be confirmed with the technician onsite.**
- **The Centre is unable to hold banners for more than 24 hours.**

Email your form to:  
services@wcc.mb.ca

For further inquiries or information call Exhibitor Services at  
204-957-4538

All emails need to be accompanied with a  
**Payment Authorization Form**