



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	\$250 plus tax		
3rd Floor & South Building	\$400 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

All emails need to be accompanied by a
Payment Authorization Form