

EXHIBITOR REQUIREMENT ORDER FORM

CONFERENCE/ EVENT NAME:				
DATES:		BOOTH # :		
EXHIBITOR/ COMPANY NAME:				
CONTACT NAME:				
PHONE:		EMAIL:		
BILLING ADDRESS:				
TELCOM & POWER				
SERVICE	QUANTITY	DAILY RATE	DAYS REQUIRED	TOTAL
High Speed Wired Internet (ADSL)	x	\$200.00	x	
Wireless Internet	x	\$14.95	x	
DID Phone Line with Phone	x	\$100.00	x	
Power Drop (up to 70 amps)	x	\$175.00	x	
Power Drop (up to 200 amps) <i>Available in the Macdonald Ballroom Only</i>	x	\$275.00	x	
Black Linen (Cotton / Spandex)	X	15.00	x	
SHIPPING				
Courier/ Broker boxes shipped by:				
Quantity of Boxes Shipped <i>Drayage of \$5 per box applicable. Storage for boxes or equipment is not available pre or post event.</i>	x	\$5.00		
Will your Courier/ Broker be picking your boxes up?				
Date:		Time:		
Do you have any additional requirements?				
				Subtotal
				GST (5%)
				Grand Total
CREDIT CARD INFORMATION				
CARD TYPE	CARD NUMBER		EXPIRY DATE	
NAME ON CARD		CARDHOLDER SIGNATURE		

Exhibitors are responsible for ensuring that all conference materials are properly packaged and clearly marked with shipping instructions. Any materials being shipped from the hotel must go through the Business Center and additional charges will apply. Please contact your Conference Services Contact for more information.

Completed forms may be faxed to the attention of Conference Services at 604-938-2020

ALL ORDERS MUST BE ACCOMPANIED BY PAYMENT.