



VICTORIA
CONFERENCE
CENTRE

Show Name: Internal Medicine Update
 Show Date: March 3, 2012
 Exhibitor: _____
 Booth #(s): _____
 Telephone: _____
 Address: _____
 City & Province: _____
 Email: _____

Event Code: 12340 VCC
Payment by Cheque (Attached) or Credit Card
 Cheque Attached ____ (X)
 Visa ____ MasterCard ____ AMEX ____ (X)
 Card Number: _____
 Expiry Date: _____
 3 or 4 Digit Security Code: _____
 Name on Card: _____
 Cardholder Signature: _____

NOTE: Full Payment, including applicable taxes, is due in advance of the event set up and Exhibitor Move-In.

NOTE: The Victoria Conference Centre reserves the right to charge the Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by the Exhibitor.

NOTE: In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labour orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided, 100% of original fee will be applied.

LABOUR RATES		
Regular Time	8:00AM - 4:00PM Monday to Friday	\$71.00 per Hour (minimum 1 hour)
Over Time	4:00PM - 6:00PM Monday to Friday 8:00AM - 4:00PM Saturday	\$98.00 per Hour (minimum 1 hour)
Double Time	All other hours including Sundays and Statutory Holidays	\$112.00 per Hour (minimum 1 hour)

ESTIMATED INSTALLATION REQUIREMENTS				
Regular Time	____ Labourers	____ Hours	\$71.00 per Hour	\$_____ Total
Over Time	____ Labourers	____ Hours	\$98.00 per Hour	\$_____ Total
Double Time	____ Labourers	____ Hours	\$112.00 per Hour	\$_____ Total
				Date Required:
				Start Time:

ESTIMATED DISMANTLE REQUIREMENTS				
Regular Time	____ Labourers	____ Hours	\$71.00 per Hour	\$_____ Total
Over Time	____ Labourers	____ Hours	\$98.00 per Hour	\$_____ Total
Double Time	____ Labourers	____ Hours	\$112.00 per Hour	\$_____ Total
				Date Required:
				Start Time:

FORKLIFT SERVICES				
Regular Time	\$50.00 per Hour (minimum 1 hour)		\$_____ Total	
Over Time	\$75.00 per Hour (minimum 1 hour)		\$_____ Total	
Double Time	\$100.00 per Hour (minimum 1 hour)		\$_____ Total	
				Date Required:
				Start Time:
			Subtotal	
			12% HST	
			Total	

FULL PAYMENT MUST BE RECEIVED WITH ORDER. PLEASE REMIT BY FAX, EMAIL OR MAIL

Victoria Conference Centre, Att: Alison Carter, 720 Douglas Street, Victoria, BC, V8W 3M7

Phone: (250) 361-1015 Fax: (250) 361-1030 alisonc@victoriaconference.com

Victoria Conference Centre HST #R122206394