VICTORIA CONFERENCE CENTRE

Show Name: COS Annual Meeting & Exhibition

Show Date: June 18 - 21, 2015

Discount Rate Deadline: **June 4, 2015**

Exhibitor: _____

Booth #(s): _____

Telephone: _____

Address: _____

City & Province: _____

Email: _____

Event Code: 10721 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: The Victoria Conference Centre requires this service to be ordered and paid for at least 2 weeks prior to the Event in order to receive the Discount Rate. If orders are placed less than 2 weeks before the event, they will be charged the Standard Rate.

NOTE: If Orders have been received and processed, 25% of the order is non-refundable.

If the Service has been provided, 100% of the order is non-refundable.

NOTE: If any form is calculated incorrectly, we reserve the right to correct the amount on the order.

BOOTH CLEANING SERVICES	Sq. Ft. of Booth	Date	Time	Discount Rate per Sq. Ft.	Standard Rate per Sq. Ft.	Total
Includes Vacuuming, Dusting and Waste Removal in your Booth				$ 0.50	$ 1.00	
eg. 8' x 10' Booth = 80 sq. ft. x $0.50 = $40.00 **PER DAY**				$ 0.50	$ 1.00	
				$ 0.50	$ 1.00	
				$ 0.50	$ 1.00	
				$ 0.50	$ 1.00	
					Subtotal	
					5% GST	
					7% PST	
					Total	

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

Victoria Conference Centre, Att: Tara Parkinson, 720 Douglas Street, Victoria, BC, V8W 3M7

Phone: (250) 361-1021 Fax: (250) 361-1030 tarap@victoriaconference.com