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# Exhibitor Requirement Order Form

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| --- | --- | --- | --- | --- | --- | --- |
| **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 (25Mbps connection) | x | | $375.00 | x | |  |
| Wireless Internet | x | | $14.95 | x | |  |
| DID Phone Line with Phone | x | | $100.00 | x | |  |
| **SHIPPING** | | | | | | |
| **Courier/ Broker boxes shipped by:** | | | | | | |
| **Quantity of Boxes Shipped**  *Drayage of $5 per box applicable. Storage for boxes or equipment is not available pre or post event.* | 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** | | | | |  | |
|  | | | | |  | |

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 emailed to** [**shona.pare2@fairmont.com**](mailto:shona.pare2@fairmont.com) **or faxed to the attention of Shona Pare, Conference Services Manager at 604-938-2020**

*Once order has been completed a securepay link will be sent to you to process the payment*