



VANCOUVER ISLAND
CONFERENCE CENTRE



Production Quote

Rigging/Sign/Banner Installation Request

***Completed Form Required 10 Days Prior To Move In Date**

***Equipment Must Arrive On Site 2 Hours Prior To Install**

EVENT INFORMATION:

Event Name: _____

Event Dates: _____

Method of Shipping: _____

Contact Name: _____

Company Name: _____

Company Address: _____ City: _____ Province/State: _____ Postal Code/Zip: _____

Telephone #: () _____

E-Mail: Fax #: () _____

ITEMS REQUESTED TO BE FLOWN ABOVE ROOM	WEIGHT OF ITEMS	DIMENSIONS OF ITEMS BEING FLOWN	POWER REQUIRED	RIGGING EQUIPMENT REQUIRED?
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

A DETAILED QUOTE WILL BE PROVIDED UPON SUBMISSION OF COMPLETED FORM

SW Audio Visual is the exclusive provider of rigging at the Vancouver Island Convention Centre, and all rigging must be preformed and approved by SW prior to event.