

**EVENT INFORMATION (PLEASE PRINT CLEARLY)**

Event Name: .....	Event Date(s): .....
Company (the "Client"): .....	Company Contact: .....
Billing Address: .....	Contact Phone: .....
City: .....	Contact Email: .....
Province/State: .....	Booth Number: .....
Postal Code/Zip Code: .....	Show Manager: .....

Please specify description (helium balloons, confetti, etc.) use and quantity of any and all special decorations to be used during the above mentioned event and event dates:

DESCRIPTION OF ITEM	USE OF ITEM	QUANTITY OF ITEM

Company Authorized Signature: .....	Print Name: .....
Show Manager Authorized Signature: .....	Print Name: .....

The International Centre strictly prohibits helium products, glitter and confetti within the facility. Event Organizers and Exhibitors may request permission to use helium products or confetti during the above mentioned Event and Event Date(s) as part of a display or decoration. The International Centre holds the right to approve or deny any and all such requests. Approved Event Organizers or Exhibitors must comply with the following terms and conditions and approval may be withdrawn if any of such terms and conditions are violated.

- Helium tanks must be removed from The International Centre prior to the event start time.
- All balloons must be secured to a firm base.
- Helium balloons must not be handed out to guests or patrons.
- Helium balloons must be deflated at the end of the event.
- All special decorations listed above must be removed immediately after the end of the event.
- The Client is responsible for all removal costs and damages that may result from the use of any and all special decorations.
- The Client is responsible for all cleaning requirements and provision for waste receptacles related to any and all special decorations.
- Approval for special decorations may be subject to a security deposit.
- The International Centre will review your request within ten (10) business days of receipt of a fully completed request form. All request forms should be forwarded to your Events Manager contact at The International Centre no later than thirty (30) days prior to the event start date.

<b>FOR THE INTERNATIONAL CENTRE OFFICE USE ONLY</b>	
Date: .....	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Pending
Events Manager: .....	Signature: .....
Special Remarks: .....	