

# Helium Authorization Request

\_\_\_\_\_ agrees to accept full responsibility for all helium filled products used as part of our display or decorations.

It is agreed that no helium balloons will be handed out. All balloons must be secured to a firm base within the display or assigned space.

This responsibility includes the cost to remove all helium products from the show as well as the retrieval of any that escape.

Helium tanks used for this purpose must be removed from the Centre prior to the opening of the show.

## Particulars

Event/Show Name: \_\_\_\_\_

Size of each balloon: in diameter \_\_\_\_\_

Number of balloons: \_\_\_\_\_

Description of set up: \_\_\_\_\_

**Please return completed form (signed by Show Manager) to Event Coordination Department at the Metro Toronto Convention Centre: [coordination@mtccc.com](mailto:coordination@mtccc.com)**

Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Show Manager Authorization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Metro Toronto Convention Centre Authorization

\_\_\_\_\_  
Date