

BMO  CENTRE

STAMPEDE PARK • CALGARY • CANADA

# 2022 EXHIBITOR SERVICES ORDER FORM PACKAGE

Order online at  
[exhibitor.calgarystampede.com](http://exhibitor.calgarystampede.com)



at Stampede Park

## 2022 Exhibitor Services Exhibitor Information

### Welcome

BMO Centre at Stampede Park (The Centre)\* welcomes you. The exhibitor services team takes pride in delivering a seamless and personalized experience for all exhibitors and guests. As you work on your preparations for participation in your upcoming event, the amount of information provided to you, can be overwhelming. The package of information provided to you by the organizer provides you with key event contacts, general services contractor information, order deadlines and outlines other requirements for the event. The information contained in this 'Exhibitor Information' document provides you with important contacts and checklists, specifically for events at Stampede Park.

The Exhibitor Services team is available to assist throughout the exhibitor experience for all events held at Stampede Park. Whether you are a new exhibitor or a seasoned veteran, our team of experts is at your service!

### Exhibitor Concierge

The Exhibitor Concierge is at your service, whether you have questions about what services you require in your booth, the move-in and move-out process, or food and beverage options. The Exhibitor Concierge is available to you for the duration of the event, including move-in and move-out, to assist you with any questions or concerns.

Phone: 587.433.5653 Email: [exhibitorservices@calgarystampede.com](mailto:exhibitorservices@calgarystampede.com)

### Exclusive Services

The Centre at Stampede Park is proud to be the exclusive provider of all electrical, sign/banner hanging, internet, telephone services, plumbing, natural gas, food and beverage and parking services on Stampede Park.

### Audio Visual and Rigging Services

Audio Visual Services are offered through Encore as our preferred onsite Audio Visual Partner.

Encore has also partnered with The Centre as its exclusive rigging provider. Any client or exhibitor who requires the use of rigging points or ground supported production equipment services *must* engage Encore for these services; labour for these services is coordinated and provided exclusively by Encore.

### Placing your order

Effective January 1, 2022, for orders submitted via paper forms, a \$25.00 manual processing fee applies.

All services listed on the exhibitor order forms are available through The Centre's Online Order portal at:

<https://exhibitor.calgarystampede.com>.

This service is available 24 hours a day, 7 days a week. For orders placed online, the manual processing fee of \$25.00 does not apply.

Payment is secure and you will receive instant confirmation that your order has been received. Upon receipt of your order, an exhibitor services consultant will communicate the requirements to the appropriate teams for execution. Prior to your arrival, the exhibitor concierge will verify that your order is set to be fulfilled.

Phone: 403.261.0377 Email: [exhibitorservices@calgarystampede.com](mailto:exhibitorservices@calgarystampede.com)

If your order is received, no later than 14 days prior to the first move-in day of the event, you will receive the advance rate pricing, which offers a 30% discount.

Advance purchase parking permits must be purchased no later than 10 days prior to the first day of your event.

For last-minute order requirements during move in, please visit our order desk on the event floor and speak to one of our exhibitor services consultants.

### Booth Bites

The Centre has introduced an exclusive and affordable menu for exhibitors that will be available during show days. Menu items can be ordered for show days during move in and during the event. Menu offerings and service times will be available on-site.

To order, please contact the exhibitor concierge or visit an exhibitor services consultant at the order desk. If you would like a copy of the menu prior to the event, please contact the exhibitor concierge.

Phone: 587.433.5653 Email: [exhibitorservices@calgarystampede.com](mailto:exhibitorservices@calgarystampede.com)

We look forward to welcoming you at Stampede Park for your event.

\*The Centre refers to all buildings on Stampede Park.



# at Stampede Park

## 2022 Exhibitor Services

### Exhibitor Information

## Loading Dock Management System

To enhance your experience and make your move-in process as smooth as possible, The Centre has implemented the use of the Voyage Control™ Logistics Management System. This booking system allows clients, suppliers and exhibitors to reserve convenient time slots for move-in and move-out at the loading facilities. A time slot must be booked in advance to gain access to the loading area.

For technical support regarding the booking process, website issues or problems making a booking, please contact the Voyage Control Support team at:  
**Phone:** 403.261.0159 **Email:** [vcsupport@calgarystampede.com](mailto:vcsupport@calgarystampede.com)

## Pre-Event Checklist

This checklist will assist in making sure that you have everything you need for your event. If you have any questions, an exhibitor services consultant will be happy to assist you.

**Phone:** 403.261.0377 **Email:** [exhibitorservices@calgarystampede.com](mailto:exhibitorservices@calgarystampede.com)

Getting Ready	
Have you read the exhibitor package provided by your organizer?	<input type="checkbox"/>
Have you ordered furniture and display items from the general services contractor for the event? (refer to event exhibitor package for order instructions and contact information)	<input type="checkbox"/>
Have you ordered services for your booth through the Exhibitor Services team? Save money and order online at <a href="https://exhibitor.calgarystampede.com">https://exhibitor.calgarystampede.com</a>	<input type="checkbox"/>
<p>OR complete required forms as noted below and email to <a href="mailto:exhibitorservices@calgarystampede.com">exhibitorservices@calgarystampede.com</a></p> <p>Section 1: Exhibitor Account Details – Must be submitted with all orders.            Section 2: Exhibitor Basics – complete this form if you require basic power, parking, and wireless internet services only.            Section 3: Electrical and Lighting – complete this form if you require complex electrical services.            Section 4: Parking Permits – complete this form if you require parking permits.            Section 5: Internet and Phone Services – complete this form for e complex internet requirements and/or phone services.            Section 6: Banner and Sign Hanging – complete this form if you require overhead signs, banners or other displays to be hung.            Section 7: Plumbing – complete this form if you require natural gas and / or water services.            Section 8: Booth Layout Form – complete this form if                a. you need specific placement of ordered electrical, phone or internet or                b. you have ordered natural gas service at your booth.            Section 9: Digital Signage: complete this form if you would like to order a kiosk or screen with digital signage.            Section 10: Food and Beverage Services – complete this form if you require any Food and Beverage rental items.</p>	
Have you ordered Audio Visual Requirements from Encore? (refer to ENCORE Audio Visual form)	<input type="checkbox"/>
Have you booked your loading dock time for move-in through Voyage Control? (refer to event exhibitor package for information)	<input type="checkbox"/>
Questions? Contact <a href="mailto:exhibitorservices@calgarystampede.com">exhibitorservices@calgarystampede.com</a>	

at Stampede Park  
**2022 Exhibitor Services**  
**Exhibitor Information**

## Move-In Checklist

This checklist will assist in making sure that your move-in process runs smoothly.  
 Throughout the move-in process, the **Exhibitor Concierge** is available to assist with any questions or concerns.

Phone: 587.433.5653

Moving In	
Upon arrival, if you have ordered a parking pass, pick it up at designated parking booth. (you will receive an e-mail from the parking department with pick up location prior to the first day of move in)	<input type="checkbox"/>
Have your Voyage Control QR code ready to show the parking attendant to check in at the loading docks. Follow directions of attendant for unloading.	<input type="checkbox"/>
Enter the back concourse of the venue for security screening, Covid vaccine verification and to receive a wrist band.	<input type="checkbox"/>
Locate your assigned booth space in the Hall for your show and unload your vehicle.	<input type="checkbox"/>
Once you have unloaded, park your vehicle and return to set up your booth space (an exhibitor parking permit is required. This can be pre-ordered in advance or purchased at any parking booth).	<input type="checkbox"/>
Pick up your exhibitor show passes and badges from the Organizer at the designated event office. (If you aren't sure where to go, the Exhibitor Concierge will be able to assist you)	<input type="checkbox"/>
Forgot to order something? (Visit the Exhibitor Order Desk or speak to the Exhibitor Concierge to place your order)	<input type="checkbox"/>
NOTE: Ordered services may not be set up at your booth upon arrival but will be set up prior to event start. (If you have concerns or want to make sure your order for services is pending, please speak to the Exhibitor Concierge)	
Questions during move-in? Contact the Exhibitor Concierge: 587.433.5653	



## at Stampede Park

### Move-Out Checklist

This checklist will assist in making sure that your move-out process runs smoothly.

Throughout the move-out process, your Exhibitor Concierge is available to assist you with any questions or concerns. **Phone:** 587.433.5653

Moving Out	
Read over the move out instructions that have been provided to you.	<input type="checkbox"/>
Upon event closing, the general services contractor will begin rolling up the aisle carpet. <b><i>You are allowed to pack up your booth while they are doing this.</i></b>	<input type="checkbox"/>
When you are packed and ready to move out, please contact the Exhibitor Concierge or visit the Exhibitor Order Desk to book your loading dock time for move-out via Voyage Control.	<input type="checkbox"/>
After you have made your Voyage Control booking, speak to a general services contractor representative and they will provide you with a cart. <b><i>Make sure to return the cart after you have loaded your vehicle.</i></b>	<input type="checkbox"/>
After the aisle carpet has been removed and you have booked your move out time, you will be able to take your items to your vehicle in the loading dock area at the booked time.	<input type="checkbox"/>
Please leave any items you have rented through exhibitor services in your booth space.	<input type="checkbox"/>
Any overhead signs, banner or other displays will be removed once the aisle carpeting has been rolled up in your area. If your sign(s) has not been removed prior to you leaving, it will be available for pick up at a later date. Please contact the Exhibitor Concierge to make arrangements for pick up at a later date, if necessary.	<input type="checkbox"/>



at Stampede Park

## 2022 Exhibitor Services

### Exhibitor Account Details

Please complete this form and return, along with the relevant order pages, no later than 14 days prior to the first move in day of the event to receive the advance rate pricing, which offers a 30% discount. Orders received after the advance pricing deadline will be subject to the standard pricing rates.

*Effective January 1, 2022, for orders submitted via paper forms, a \$25.00 manual processing fee applies.*

All services listed on the exhibitor order forms are available through The Centre's Online Order Portal at:

<https://exhibitor.calgarystampede.com> This service is available 24 hours a day, 7 days a week.

*For orders placed online, the manual processing fee of \$25.00 does not apply.*

Exhibitor Services, BMO Centre at Stampede Park

Phone: 403.261.0377 Email: [exhibitorservices@calgarystampede.com](mailto:exhibitorservices@calgarystampede.com)

#### CONTACT DETAILS

Event Name: \_\_\_\_\_ Event Dates(s): \_\_\_\_\_

Company: \_\_\_\_\_ Booth number: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Receipt Email (if different than Primary Contact Email): \_\_\_\_\_

Onsite Contact: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

#### SUMMARY OF SERVICES (Please check boxes of services you are paying for and be sure to include all pages)

	Charge Amount
<input type="checkbox"/> Exhibitor Basics (Most commonly ordered items – basic electrical, parking passes, wireless internet) (page 6)	\$
<input type="checkbox"/> Electrical and Lighting (page 7 – 8)	\$
<input type="checkbox"/> Exhibitor Parking Permits (page 9)	\$
<input type="checkbox"/> Internet and Telephone Services (page 10 – 11)	\$
<input type="checkbox"/> Sign and Banner Hanging (page 12 – 13)	\$
<input type="checkbox"/> Plumbing Services (page 14)	\$
<input type="checkbox"/> Digital Signage (page 16)	\$
<input type="checkbox"/> Food and Beverage Rentals (page 17)	\$
	<b>MANUAL PROCESSING FEE:</b> \$ 25.00
<input type="checkbox"/> check box if booth layout plan (page 15) has been included for under carpet or specific electrical / internet / phone or gas line placement	<b>SUBTOTAL FOR ALL SERVICES:</b> \$
	<b>ADD 5% GST: (GST # R#118823467)</b> \$
	<b>TOTAL:</b> \$

☐ I agree to the terms and conditions outlined in the 'Exhibitor Services Terms and Conditions' (page 19 – 23).

#### PAYMENT INFORMATION

##### Preferred Method of Payment

☐ Credit Card

When your order has been processed, an exhibitor services consultant will contact you for your credit card information.

☐ Bank Wire Transfer (Applicable bank services fees apply)

When your order has been processed, bank information to send the transfer will be sent with the order confirmation e-mail.

Payment must be received no later than 10 days before event move in, in order to guarantee services.

*Receipts will be e-mailed to the email address provided after the order has been processed and payment has been applied.*

# at Stampede Park

## 2022 Exhibitor Services

### Exhibitor Basics

Use this form to order the most commonly required items for an exhibitor. Please complete this form and return no later than 14 days prior to the first move in date of the event to receive the advance rates. Orders received after the advance pricing deadline will be subject to the standard pricing rates.

If you require complex services, please refer to the complete exhibitor package and submit the required documents.

Exhibitor Services, BMO Centre at Stampede Park

Phone: 403.261.0377 Email: [exhibitorservices@calgariystampede.com](mailto:exhibitorservices@calgariystampede.com)

#### CONTACT DETAILS

Event Name: \_\_\_\_\_ Event Dates(s): \_\_\_\_\_

Company: \_\_\_\_\_ Booth number: \_\_\_\_\_

ITEM	QUANTITY	UNIT PRICE (ADVANCE ORDER)	STANDARD PRICE (AFTER ADVANCE ORDER DEADLINE)	TOTAL
<b>BASIC POWER (standard household circuits)</b>				
1500 watt 120V 15 amps		\$ 134.50	\$ 175.00	
2000 watt 120V 20 amps		\$ 155.00	\$ 200.00	
Extension Cord		\$ 12.50	\$ 16.25	
Power Bar		\$ 14.70	\$ 19.11	
<b>EXHIBITOR PARKING PERMITS (ADVANCE ORDERS ONLY)</b>				
1 Day Exhibitor Parking Permit (s)		x \$13.33 per permit =		
2 Day Exhibitor Parking Permit (s)		x \$26.66 per permit =		
3 Day Exhibitor Parking Permit (s)		x \$39.99 per permit =		
4 Day Exhibitor Parking Permit (s)		x \$53.32 per permit =		
5 Day Exhibitor Parking Permit (s)		x \$66.65 per permit =		
6 Day Exhibitor Parking Permit (s)		x \$79.98 per permit =		
7 Day Exhibitor Parking Permit (s)		x \$93.31 per permit =		
8 Day Exhibitor Parking Permit (s)		x \$106.64 per permit =		
9 Day Exhibitor Parking Permit (s)		x \$119.97 per permit =		
10 Day Exhibitor Parking Permit (s)		x \$133.30 per permit =		
11 Day Exhibitor Parking Permit (s)		x \$146.63 per permit =		
12 Day Exhibitor Parking Permit (s)		x \$159.96 per permit =		
13 Day Exhibitor Parking Permit (s)		x \$173.29 per permit =		
14 Day Exhibitor Parking Permit (s)		x \$186.62 per permit =		
<b>WIRELESS INTERNET SERVICE</b>				
1 wireless access code per device.				
Devices cannot be swapped out.				
Non-transferrable.				
No speed guarantee.				
Wireless Internet – 1 Event Day		\$ 75.00	\$ 97.50	
Wireless Internet – 2 Event Days		\$ 135.00	\$ 175.50	
Wireless Internet – 3 Event Days		\$ 191.25	\$ 248.65	
Wireless Internet – 4 Event Days		\$ 225.00	\$ 292.50	
Total this section (Exhibitor Basics)				\$
**transfer total to Exhibitor Account Details Page**				

To place your order, please access the exhibitor order portal at: <https://exhibitor.calgariystampede.com>.

#### TERMS AND CONDITIONS

Please review the terms and conditions outlined in the 'Exhibitor Services Terms and Conditions'.

## 2022 Exhibitor Services Electrical and Lighting

Please complete this form and return, along with the relevant order pages, no later than 14 days prior to the first move in day of the event to receive the advance rate pricing, which offers a 30% discount. Orders received after the advance pricing deadline will be subject to the standard pricing rates.

Exhibitor Services, BMO Centre at Stampede Park

Phone: 403.261.0377 Email: [exhibitorservices@calgariystampede.com](mailto:exhibitorservices@calgariystampede.com)

### CONTACT DETAILS

Event Name: \_\_\_\_\_ Event Dates(s): \_\_\_\_\_

Company: \_\_\_\_\_ Booth number: \_\_\_\_\_

ITEM	QUANTITY	UNIT PRICE (ADVANCE ORDER)	STANDARD PRICE (AFTER ADVANCE ORDER DEADLINE)	TOTAL
<b>BASIC POWER (standard household circuits)</b>				
1500 watt 120V 15 amps		\$ 134.50	\$ 175.00	
2000 watt 120V 20 amps		\$ 155.00	\$ 200.00	
<b>IN BOOTH LIGHTING &amp; ACCESSORIES (electrical not provided)</b>				
2 Bulb floor stand (approx. 90 watts each bulb)		\$ 55.70	\$ 72.41	
3 bulb floor stand (approx. 90 watts each bulb)		\$ 66.00	\$ 85.80	
Extension Cord		\$ 12.50	\$ 16.25	
Power Bar		\$ 14.70	\$ 19.11	
GFI Receptacle – 15 amp (Ground Fault Interrupter)		\$ 14.70	\$ 19.11	
<b>OVERHEAD LIGHTING (electrical provided) – AVAILABLE ONLY IN BMO CENTRE HALLS</b>				
Hi-Bay Lights – 575 W Source four		\$ 171.50	\$ 222.95	
<b>PRODUCTION OR COMMERCIAL POWER</b>				
30 amp 125V		\$ 292.50	\$ 380.00	
15 amp 208V single phase		\$ 214.00	\$ 278.00	
15 amp 208V three phase		\$ 307.00	\$ 399.00	
20 amp 208V single phase		\$ 276.00	\$ 359.00	
20 amp 208V three phase		\$ 421.50	\$ 548.00	
30 amp 208V single phase		\$ 393.00	\$ 511.00	
30 amp 208V three phase		\$ 599.00	\$ 778.50	
40 amp 208V single phase		\$ 427.00	\$ 555.00	
40 amp 208V three phase		\$ 667.00	\$ 866.50	
50 amp 208V single phase		\$ 459.00	\$ 596.50	
50 amp 208V three phase		\$ 687.00	\$ 893.00	
60 amp 208V single phase		\$ 514.50	\$ 669.00	
60 amp 208V three phase		\$ 714.50	\$ 929.00	
100 amp 208V single phase		\$ 785.50	\$ 1,021.00	
100 amp 208V three phase		\$ 905.50	\$ 1,177.00	
Quote request (over 100 amp power or if hardwire connection to your equipment is required. Final labour charges for hardwire connections cannot be determined until work is completed on site)	Details:			
*Under carpet surcharge – Plus 50% per electrical circuit that is required to be placed under carpet / flooring.				
**24 hour electrical service – Plus 25% per electrical circuit.				
***Outdoor service surcharge – Plus 50% per electrical circuit.				
Electrical Labour – If a hardwire connection to your equipment is required, electrical labour will be applicable; this cannot be determined until on site and work is completed. (minimum 1 hour charge)	By quote			
Special Electrical Requests – please indicate what you require and send this order form for a quote. As soon as the quote range is received from our electrical team, you will be advised. Building voltage is 120 – 208 volts. Other voltages may be available upon request. In some cases, transformers are required and are an additional cost. Contact Exhibitor Services 3 weeks prior to your event move in for availability. Location Limitations apply.	Details:			
Total this section (Exhibitor Services: Electrical and Lighting) **transfer total to Exhibitor Account Details Page**				\$

To place your order, please access the exhibitor order portal at: <https://exhibitor.calgariystampede.com>. This form only needs to be submitted if a quote is required.



at Stampede Park  
**2022 Exhibitor Services**  
**Electrical and Lighting**

ADDITIONAL REQUIREMENTS

A booth floor plan indicating the location for under carpet placement of electrical services must be received 7 days prior to the first move in day of the event. Please complete the 'Booth Layout Form' (page ?) and submit with your order.

Note: Floor plan changes made 72 hours or less, prior to the first day of event move in may incur a cost.

TERMS AND CONDITIONS

Please review *the terms and conditions outlined in the 'Exhibitor Services Terms and Conditions'*.



# at Stampede Park

## 2022 Exhibitor Services

### Parking Permits

Parking permits are available for pre-purchase at a discounted rate up to 10 days prior to the event start date. After this advance deadline, parking permits are available to purchase at the parking gates upon arrival at the standard rate.

Exhibitor Services, BMO Centre at Stampede Park

Phone: 403.261.0377 Email: [exhibitorservices@calgarystampede.com](mailto:exhibitorservices@calgarystampede.com)

#### CONTACT DETAILS

Event Name: \_\_\_\_\_ Event Dates(s): \_\_\_\_\_

Company: \_\_\_\_\_ Booth number: \_\_\_\_\_

ITEM	QUANTITY		ADVANCE RATE		TOTAL
1 Day Exhibitor Parking Permit (s)		x	\$13.33 per permit	=	
2 Day Exhibitor Parking Permit (s)		x	\$26.66 per permit	=	
3 Day Exhibitor Parking Permit (s)		x	\$39.99 per permit	=	
4 Day Exhibitor Parking Permit (s)		x	\$53.32 per permit	=	
5 Day Exhibitor Parking Permit (s)		x	\$66.65 per permit	=	
6 Day Exhibitor Parking Permit (s)		x	\$79.98 per permit	=	
7 Day Exhibitor Parking Permit (s)		x	\$93.31 per permit	=	
8 Day Exhibitor Parking Permit (s)		x	\$106.64 per permit	=	
9 Day Exhibitor Parking Permit (s)		x	\$119.97 per permit	=	
10 Day Exhibitor Parking Permit (s)		x	\$133.30 per permit	=	
11 Day Exhibitor Parking Permit (s)		x	\$146.63 per permit	=	
12 Day Exhibitor Parking Permit (s)		x	\$159.96 per permit	=	
13 Day Exhibitor Parking Permit (s)		x	\$173.29 per permit	=	
14 Day Exhibitor Parking Permit (s)		x	\$186.62 per permit	=	
Total this section (Exhibitor Services: Parking Permits) **transfer total to Exhibitor Account Details Page**					\$

To place your order, please access the exhibitor order portal at: <https://exhibitor.calgarystampede.com>.

#### TERMS AND CONDITIONS

Please review the terms and conditions outlined in the 'Exhibitor Services Terms and Conditions'.



## 2022 Exhibitor Services Internet and Phone Services

Please complete this form and return, along with the relevant order pages, no later than 14 days prior to the first move in day of the event to receive the advance rate pricing, which offers a 30% discount. Orders received after the advance pricing deadline will be subject to the standard pricing rates.

Exhibitor Services, BMO Centre at Stampede Park

Phone: 403.261.0377 Email: [exhibitorservices@calgariystampede.com](mailto:exhibitorservices@calgariystampede.com)

### CONTACT DETAILS

Event Name: \_\_\_\_\_ Event Dates(s): \_\_\_\_\_

Company: \_\_\_\_\_ Booth number: \_\_\_\_\_

ITEM	QUANTITY	UNIT PRICE (ADVANCE ORDER)	STANDARD PRICE (AFTER ADVANCE ORDER DEADLINE)	TOTAL
ENHANCED WIRED INTERNET SERVICE 1 valid static IP Address of DHCP assigned address provided. Service guarantee of 5 down / 3 up.				
Enhanced Wired Internet – 1 Event Day		\$ 330.00	\$ 429.00	
Enhanced Wired Internet – 2 Event Days		\$ 594.00	\$ 772.20	
Enhanced Wired Internet – 3 Event Days		\$ 841.50	\$ 1093.95	
Enhanced Wired Internet – 4 Event Days		\$ 990.00	\$ 1287.00	
STANDARD WIRED INTERNET SERVICE Basic Browsing - DHCP assigned address, shared service. No Service guarantee.				
Standard Wired Internet – 1 Event Day		\$ 110.00	\$ 143.00	
Standard Wired Internet – 2 Event Days		\$ 198.00	\$ 257.40	
Standard Wired Internet – 3 Event Days		\$ 280.50	\$ 364.65	
Standard Wired Internet – 4 Event Days		\$ 330.00	\$ 429.00	
ADDITIONAL IP ADDRESS, SWITCH, CAT 5, CUSTOM				
Additional IP Address(es) *Enhanced wired internet must be ordered first.		\$ 50.00 / day	\$ 65.00 / day	
Switch *For enhanced line and additional IP addresses only.		\$ 75.00 / day	\$ 97.50 / day	
CAT5 Cabling		\$30 / foot	\$40 / foot	
Bulk Internet Basic Browsing with Sponsorship *based on requirements – provide details		By quote		
Under carpet surcharge plus 50% per wired internet line that is required to be placed under carpet / flooring. Floor plan must be received by advance deadline rate date to guarantee service can be provided.				
Outdoor service surcharge – plus 50% per line		Add 50% per line		
WIRELESS INTERNET SERVICE 1 wireless access code per device. Devices cannot be swapped out. Non-transferrable. No speed guarantee.				
Wireless Internet – 1 Event Day		\$ 75.00	\$ 97.50	
Wireless Internet – 2 Event Days		\$ 135.00	\$ 175.50	
Wireless Internet – 3 Event Days		\$ 191.25	\$ 248.65	
Wireless Internet – 4 Event Days		\$ 225.00	\$ 292.50	

at Stampede Park  
**2022 Exhibitor Services**  
**Internet and Phone Services**

ITEM	QUANTITY	UNIT PRICE (ADVANCE ORDER)	STANDARD PRICE (AFTER ADVANCE ORDER DEADLINE)	TOTAL
PHONE SERVICES				
*Electrical must be ordered separately				
Phone line for Credit Card / Debit Terminal (analog) *terminal must be programmed to dial 9		\$ 185.00	\$ 240.50	
Phone Line w / handset if required (analog) *Dial 9 for outside access		\$ 185.00	\$ 240.50	
Fax Line – does not include fax machine (analog) *Dial 9 for outside access		\$ 185.00	\$ 240.50	
Voice Mail add on *must be ordered by advance deadline		\$ 30.00	\$ 39.00	
Outdoor Phone Line (analog) *Dial 9 for outside access		\$ 278.00	\$ 361.40	
Long Distance Phone Line * Must be requested in advance		Charged after event		
Long Distance Fax Line * Must be requested in advance		Charged after event		
Under carpet surcharge plus 50% per phone line that is required to be placed under carpet / flooring. Floor plan must be received by advance deadline rate date to guarantee service can be provided.		Add 50% per line required under carpet		
Total this section - Exhibitor Services: Internet and Phone Services **transfer total to Exhibitor Account Details Page**				\$

To place your order, please access the exhibitor order portal at: <https://exhibitor.calgarystampede.com>.

#### ADDITIONAL REQUIREMENTS

A booth floor plan indicating the location for under carpet placement of phone or wired internet services must be received 7 days prior to the first move in day of the event.

Note: Floor plan changes made 72 hours or less, prior to the first move in day may incur an additional charge.

#### TERMS AND CONDITIONS

Please review the terms and conditions outlined in the 'Exhibitor Services Terms and Conditions'.





## 2022 Exhibitor Services Banner and Sign Hanging

Please complete this form and return no later than 14 days prior to the first move in date of the event to receive the advance rates. Orders received after the advance pricing deadline will be subject to the standard pricing rates.

*Please note, for signs requiring a quote, the \$25.00 manual processing fee for paper forms will be waived for your order.*

Exhibitor Services, BMO Centre at Stampede Park

Phone: 403.261.0377 Email: [exhibitorservices@calgariystampede.com](mailto:exhibitorservices@calgariystampede.com)

### CONTACT DETAILS

Event Name: \_\_\_\_\_ Event Dates(s): \_\_\_\_\_

Company: \_\_\_\_\_ Booth number: \_\_\_\_\_

ITEM	QUANTITY	UNIT PRICE (ADVANCE ORDER)	STANDARD PRICE (AFTER ADVANCE ORDER DEADLINE)	TOTAL
<b>BASIC FLAT BANNER HANGING</b>				
Up to an 8 foot banner – not to exceed 48 sq ft (does not include multi-sided, halo, circular, triangular or moss signs)		\$ 117.50	\$ 153.00	
Between 8 – 20 foot banner – not to exceed 100 sq ft (does not include multi-sided, halo, circular, triangular or moss signs)		\$ 143.00	\$ 186.00	

<b>BANNERS AND SIGNS REQUIRING QUOTES (please complete quote details below)</b>				
Over 20 foot banner		Provide specs below for quote		
Outdoor banner		Provide specs below for quote		
Multi-sided / Halo / Circular / Triangular signs		Provide specs below for quote		
Custom sign hanging		Provide specs below for quote		

### QUOTE REQUEST

Type of banner or sign: ☐ Vinyl banner ☐ Cloth banner ☐ Coroplast ☐ Metal or Wood ☐ Other \_\_\_\_\_

Sign Shape: ☐ Square ☐ Triangle ☐ Rectangle ☐ Other \_\_\_\_\_

Sign dimensions: Height: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_ Weight: \_\_\_\_\_

**NOTE:** An event operations supervisor will review your quote requirements and location of your booth to provide you with a quote. If your sign requires rigging equipment, the quote will be provided by Encore, our exclusive provider of rigging services. Payment will then be made directly to Encore for the service.

If you require electrical service for you sign, please order at: <https://exhibitor.calgariystampede.com>.

Does sign require electricity (please order separately) ☐ Yes ☐ No

*Electrical signs must be in working order and in accordance with CSA standards. Electrical service requirements must be ordered in advance.*

Height from floor to bottom of banner / sign: \_\_\_\_\_

Fire Retardant Certificate attached: ☐ YES ☐ NO

*(A copy of the fire code certificate of compliance must be provided with each exhibitor order for each event before the banner or sign is able to be hung. Coroplast and vinyl signs do not require fire certificates to be provided.)*

A picture or schematic of the sign is required to represent your booth space. Indicate how far in boundary you would like your sign placed (subject to hanging points available above your booth).

The ceiling structure and relation to the support beams, may require your sign to be moved from your specified location. Limitations apply.

\_\_\_\_\_ Feet in from the Back Aisle or booth behind

\_\_\_\_\_ Feet

in from the

left Aisle or

Booth beside



\_\_\_\_\_ Feet

in from the

right Aisle or

Booth beside

\_\_\_\_\_ Feet in from the Front Aisle

at Stampede Park  
**2022 Exhibitor Services**  
**Banner and Sign Hanging**

SPECIAL REQUESTS (MANLIFT SERVICES REQUIRED)	
Please detail your requirements below and a quote will be provided.	
After you have received your quote back and approved it, please add the quoted total to this section and it will be included in your final charges.	
Total this section (Banner and Sign Hanging) **transfer total to Exhibitor Account Details Page**	\$

To place your order, please access the exhibitor order portal at: <https://exhibitor.calgarystampede.com>. This form only needs to be submitted if a quote is required.

#### ADDITIONAL REQUIREMENTS

##### Banners / Decor

1. As per Alberta Fire Code, all banners, signs and hanging décor are subject to, and must be CAN / ULC-S109 certified or proof of other fire-retardant steps is required before hanging.
2. Certificate of compliance is required by the Exhibitor Services Department upon order and items will not be hung without proper documentation on file.

##### Canopies / Tents

1. All tents and canopies must be approved for indoor use and have a permanently attached label, indicating conformance to CAN / ULC-S109, "Flame Resistance Fabric and Films".
2. Booths that include tents, canopies and / or other structures inside a building shall not be constructed with a roof, ceiling or other obstruction greater than 27.9 m<sup>2</sup> (300 square ft) without written approval of the Calgary Fire Department and must meet all additional regulations for structures of that size.

For further information, please see the Calgary Fire Department link at: [www.calgary.ca/CSPS/Fire/Documents/CFD-Indoor-Special-Event-Requirements.pdf](http://www.calgary.ca/CSPS/Fire/Documents/CFD-Indoor-Special-Event-Requirements.pdf)

#### TERMS AND CONDITIONS

Please review the terms and conditions outlined in the 'Exhibitor Services Terms and Conditions'.



# at Stampede Park

## 2022 Exhibitor Services

### Plumbing

Please complete this form and return no later than 14 days prior to the first move in date of the event to receive the advance rates. Orders received after the advance pricing deadline will be subject to the standard pricing rates.

Exhibitor Services, BMO Centre at Stampede Park

Phone: 403.261.0377 Email: [exhibitorservices@calgarystampede.com](mailto:exhibitorservices@calgarystampede.com)

#### CONTACT DETAILS

Event Name: \_\_\_\_\_ Event Dates(s): \_\_\_\_\_

Company: \_\_\_\_\_ Booth number: \_\_\_\_\_

ITEM	QUANTITY	UNIT PRICE (ADVANCE ORDER)	STANDARD PRICE (AFTER ADVANCE ORDER DEADLINE)	TOTAL
NATURAL GAS SERVICES				
Natural Gas Connection with Permit (first connection) *any orders received less than 72 hours prior to event move in will not be accommodated due to permit application restrictions. (Indoor permanent buildings)		\$ 515.00	\$ 669.50	
Additional Natural Gas Connection within the same booth *any orders received less than 72 hours prior to event move in will not be accommodated due to permit application restrictions.		\$ 154.50	\$ 201.00	
WATER SERVICES				
Cold Water Service (first connection)		\$ 212.50	\$ 276.00	
Additional Cold Water Service within the same booth		\$ 73.50	\$ 95.00	
Cold Water Fill and Drain – Up to 300 gallons		\$ 243.50	\$ 316.00	
Cold Water Fill and Drain – 300 gallons – 1000 gallons		\$ 321.50	\$ 418.00	
Cold Water Fill and Drain – over 1000 gallons Please provide amount: _____		Quote Only		
Triple Sink with water heater (check with exhibitor services re: drain availability) *Supplies provided – soap and hand towels		\$ 412.00	\$ 535.50	
Holding Tank (not for potable water – grey drainage only) *A holding tank must be ordered if a drain is required but not available in booth space		\$ 37.00	\$ 48.50	
Outdoor water services – Not available in all locations; please contact Exhibitor Services for more details		Quote Only		
Total this section (Exhibitor Services: Plumbing) **transfer total to Exhibitor Account Details Page**				\$

To place your order, please access the exhibitor order portal at: <https://exhibitor.calgarystampede.com>.

#### ADDITIONAL REQUIREMENTS

Floor Plan with type of gas appliance(s), location of appliance(s) and BTU's of appliance(s) being connected to natural gas is required 7 days prior to the first move in day of the event. Please complete the 'Booth Layout Form' and submit with your order.

Due to permit restrictions, any Natural Gas orders received less than 72 hours prior to the event move may not be accommodated.

#### TERMS AND CONDITIONS

Please review the terms and conditions outlined in the 'Exhibitor Services Terms and Conditions'.

## 2022 Exhibitor Services

### Booth Layout Form

#### Under Carpet Electrical / Internet / Gas Line Placement

A floor plan is required only if electrical or internet services are to be placed under carpet or dropped to specific locations within the booth. A floor plan is also required if natural gas service has been ordered. CAD drawings and other measured floor plans are also acceptable.

Completed Booth Layout Forms can be uploaded to the Exhibitor Order Portal with your order. Access the Exhibitor Order Portal at:

<https://exhibitor.calgarystampede.com>

Exhibitor Services, BMO Centre at Stampede Park

Phone: 403.261.0377 Email: [exhibitorservices@calgarystampede.com](mailto:exhibitorservices@calgarystampede.com)

#### CONTACT DETAILS

Event Name: \_\_\_\_\_ Event Dates(s): \_\_\_\_\_

Company: \_\_\_\_\_ Booth number: \_\_\_\_\_

#### Grid dimensions

10 x 10 – 1 square = 1 ft    20 x 20 – 1 square = 2 ft    30 x 30 – 1 square = 3 ft    40 x 40 – 1 square = 4 ft

#### BACK OF BOOTH – Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_

#### How to complete the grid:

1. Use bold lines to indicate the outline of your booth.
2. Indicate the dimensions of your booth: \_\_\_\_\_
3. Please circle type of booth below:

Inline Booth  
(three structural sides with fourth exposed to aisle)

Peninsula Booth  
(three sides exposed to aisles with one backdrop wall)

Island Booth  
(20' x 20' or larger exhibit exposed to aisles on all four sides)

Indicate on the grid the location of electrical, internet, phone or gas placement, using the following symbols:

O = overhead placement

U = under carpet electrical

\*Also indicate where main power drop is to be located by printing MAIN where electrical will first come into your booth prior to laying out services under the carpet of flooring.

I = Internet

P = Phone/Fax

G = Gas

\*Indicate the BTU's at location of each gas appliance you have ordered service for; this is a requirement for permit application.


#### FRONT OF BOOTH – Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_

Please review the terms and conditions outlined in the 'Exhibitor Services Terms and Conditions'.

Incomplete or lack of forms may result in delay of services.



at Stampede Park

## 2022 Exhibitor Services

### Digital Signage

A variety of digital signage options are available to display information including: event information, product and location promotion, etc. Orders for digital signage must be placed 14 days prior to the first day of event move-in. Please consult with your organizer to determine if there are any signage restrictions. Please note, for orders requesting digital signage, the \$25.00 manual processing fee for paper forms will be waived for your order.

Exhibitor Services, BMO Centre at Stampede Park

Phone: 403.261.0377 Email: [exhibitorservices@calgarystampede.com](mailto:exhibitorservices@calgarystampede.com)

#### CONTACT DETAILS

Event Name: \_\_\_\_\_ Event Dates(s): \_\_\_\_\_

Company: \_\_\_\_\_ Booth number: \_\_\_\_\_

ITEM	QUANTITY	UNIT PRICE (ADVANCE ORDERS ONLY)	TOTAL
<b>PORTABLE DIGITAL KIOSK (to be positioned within booth space)</b>			
PLEASE PROVIDE TEXT FOR DESIRED MESSAGING BELOW:		\$ 350.00 / per kiosk per day  OR  \$1200.00 per event (4 or more event days)	
<b>PERMANENT WALL MOUNTED SIGNS (various locations available, subject to availability and organizer guidelines)</b>			
PLEASE PROVIDE TEXT FOR DESIRED MESSAGING BELOW:		\$ 350.00 / per sign, per ad, per day	
Logo included: <input type="checkbox"/> YES <input type="checkbox"/> NO File type: <input type="checkbox"/> .png <input type="checkbox"/> .jpg <input type="checkbox"/> .eps			
Total this section (Exhibitor Services: Digital Signage) **transfer total to Exhibitor Account Details Page**			\$

To place your order, please complete this form and email it, along with the Exhibitor Account Information section to [exhibitorservices@calgarystampede.com](mailto:exhibitorservices@calgarystampede.com).

#### ADDITIONAL REQUIREMENTS

A high resolution .png, .jpg, or .eps image file of your company logo is required no later than 7 days prior to the first day of move in for the event. A proof of the final digital ad will be sent to you for revisions and final approvals, prior to proceeding with the signage.

#### TERMS AND CONDITIONS

Please review the terms and conditions outlined in the 'Exhibitor Services Terms and Conditions'.

# at Stampede Park

## 2022 Exhibitor Services

### Food and Beverage Rentals

The Food and Beverage team has a number of items available for rental at your booth, subject to availability. Please complete this form and return no later than 14 days prior to the first move in date of the event to receive the advance rates. Orders received after the advance pricing deadline will be subject to the standard pricing rates.

Exhibitor Services, BMO Centre at Stampede Park  
Phone: 403.261.0377 Email: [exhibitorservices@calgarystampede.com](mailto:exhibitorservices@calgarystampede.com)

#### CONTACT DETAILS

Event Name: \_\_\_\_\_ Event Dates(s): \_\_\_\_\_  
Company: \_\_\_\_\_ Booth number: \_\_\_\_\_

ITEM	QUANTITY	UNIT PRICE (ADVANCE ORDER)	STANDARD PRICE (ON-SITE ORDER)	TOTAL
<b>EQUIPMENT RENTALS (Orders must be received and paid 7 business days in advance)</b>				
Beverage Tub (Silver round)		\$ 20.00 / ea	\$ 26.00 / ea	
Coffee Pour Over Machine (does not include power – please order separately))		\$ 50.00 / ea	\$ 65.00 / ea	
Full Size Chafers (with 2 chafing fuel and insert)		\$ 50.00 / ea	\$ 65.00 / ea	
Chafing Fuel (2 units)		\$ 15.00 / ea	\$ 19.50 / ea	
Warmer Unit – Full Size (does not include power – please order separately)		\$ 300.00 / ea	\$ 390.00 / ea	
Bus Pans		\$ 5.00 / ea	\$ 6.50 / ea	
Linen Tablecloth (per unit)		\$ 10.00 / ea	\$ 13.00 / ea	
<b>WATER COOLER RENTALS (Orders must be received and paid 7 business days in advance)</b>				
Water Cooler Unit with 118 Litre bottle of water and 50 cups (does not include power – please order separately)		\$ 150.00 / ea	\$ 195.00 / ea	
Plumbed in water cooler and 50 cups		\$ 375.00 / ea	N/A	
Water Cooler Refill Bottles (18L)		\$ 40.00 / ea	\$ 52.00 / ea	
<b>HAND WASHING STATION RENTAL (Orders must be received and paid 7 business days in advance)</b>				
Hand Washing Station – Cambro Thermos (with drain bucket, hand soap, paper towel, test strip and sanitizer – includes daily fill) *Limited number of units available		\$ 125.00 / ea	\$ 162.50 / ea	
<b>REFRIGERATION RENTALS (Orders must be received and paid 7 business days in advance)</b>				
Two Door Refrigeration Unit (84"h x 72"w x 24"d) Lockable doors (key supplied), Four shelves & Food Thermometer Rental Includes delivery and pick up of unit (does not include power – please order separately)		\$ 300.00 / event	\$ 390.00 / event	
Three Door Refrigeration Unit (84"h x 48"w x 24"d) Lockable doors (key supplied), Four shelves & Food Thermometer Rental Includes delivery and pick up of unit (does not include power – please order separately)		\$ 400.00 / event	\$ 520.00 / event	
<b>ICE DELIVERY (Orders must be received and paid 5 business days in advance)</b> *late requests are subject to availability				
27 kg bagged ice		\$ 8.00 / bag	\$ 10.40 / bag	
Please specify quantities of delivery requirements for bags of ice ordered:				
Quantity: _____	Date Required: _____	Delivery Time: _____		
Quantity: _____	Date Required: _____	Delivery Time: _____		
Quantity: _____	Date Required: _____	Delivery Time: _____		
Quantity: _____	Date Required: _____	Delivery Time: _____		
Total this section (Exhibitor Services: Food and Beverage Services) **transfer total to Exhibitor Account Details Page**				\$

To place your order, please access the exhibitor order portal at: <https://exhibitor.calgarystampede.com>.

#### TERMS AND CONDITIONS

Please review the terms and conditions outlined in the 'Exhibitor Services Terms and Conditions'.

Encore Sales Representative contact: Nelson Chan PH # 403-701-3545 E-MAIL: nelson.chan@encoreglobal.com

DATE:		SHOW NAME:	
CONTACT:		VENUE:	<b>BMO Centre at Stampede Park</b>
COMPANY:		ROOM:	
ADDRESS:		BOOTH #:	
CITY / PROVINCE / STATE:		# SHOW DAYS:	
POSTAL / ZIP CODE:		INSTALL DATE:	
DEADLINE DATE:		STRIKE DATE:	

AUDIO VISUAL EQUIPMENT DETAIL				
QTY	DESCRIPTION	RATE	# Days	Total
	<b>COMPUTER MONITORS &amp; DISPLAYS</b>			
	21" - 32" 16:9 FLAT SCREEN MONITOR	\$150.00		
	42" FLAT SCREEN MONITOR WITH 6' DISPLAY STAND	\$360.00		
	65" FLAT SCREEN MONITOR WITH 6' DISPLAY STAND	\$590.00		
	55" FLAT SCREEN MONITOR WITH 6' DISPLAY STAND	\$495.00		
	80" FLAT SCREEN MONITOR WITH 6' DISPLAY STAND	\$800.00		
	HD Projector / Screen Package (all necessary cables)	\$505.00		
	Easel	\$16.00		
	4x6 White Board with Markers, Eraser and Easel	\$85.00		
	<b>COMPUTERS</b>			
	WINDOWS 2.4 GHz LAPTOP COMPUTER	\$205.00		
	MACINTOSH LAPTOP COMPUTER	\$205.00		
	<b>COMPUTERS ACCESSORIES</b>			
	OPLAY USB MEDIA PLAYER	\$75.00		
	SET OF COMPUTER SPEAKERS	\$50.00		
	PROJECTION CART C/W SKIRT (42")	\$30.00		
	LEXMARK LASER PRINTER C/W SPARE TONER CARTRIDGE	\$200.00		
	<b>AUDIO EQUIPMENT</b>			
	UHF WIRELESS MICROPHONE (COMBO KIT)	\$165.00		
	SHURE WIRED MICROPHONE C/W FLOOR STAND	\$50.00		
	4-CHANNEL AUDIO MIXER	\$80.00		
	POWERED SPEAKER WITH STAND	\$80.00		
	<b>SPECIALTY ITEMS AVAILABLE UPON REQUEST</b>			

<b>CREDIT CARD INFORMATION</b>  Please pay for your order using a credit card, at least 72 hours before load-in to ensure equipment availability. Due to your Privacy and your Security. Please Contact Your Encore Sales Representative for payment. <b>PH # 403-701-3545 E-MAIL: nelson.chan@encoreglobal.com</b>	<b>EQUIPMENT</b>	
	<b>Cables &amp; Consumables</b>	
	<b>LABOUR</b>	
	<b>DEL &amp; P/U</b>	<b>\$50.00</b>
	<b>SUBTOTAL</b>	
	<b>(5%) GST</b>	
<b>POWER IS ORDERED THROUGH THE VENUE DIRECTLY.</b> <b>PLEASE CONTACT EXHIBITOR SERVICES</b> <b>PH # 403-261-0377 E-MAIL: exhibitorservices@calgarystampede.com</b>	<b>*TOTAL</b>	

**TERMS AND CONDITIONS OF EQUIPMENT RENTAL**  
 •Order cancellation must be received 3 days prior to load-in to avoid rental charge.  
 •The elements specified in this order included with this contract correspond to the instructions of the customer. The customer agrees to pay all additional changes cause be an omission of the client, changes, modifications, or alterations to the equipment and/or services. The customer shall be charged for all overtime incurred at Encore current rates.  
 •Insurance for the full replacement value of the equipment rented is the responsibility of the customer. The customer is hereby advised of his/her responsibility to safeguard the equipment at all times and ensure the security of the meeting room/event space when not occupied.  
 •The customer shall indemnify Encore against all losses, expenses, penalties, damages and condemnations, and legal costs which Encore could incur or be condemned to pay.  
 •By signing, I hereby accept the terms and conditions as stated above and authorize Encore to charge my credit for the full amount.  
 •If you have any questions regarding our rentals, equipment, or other services we offer, please contact us. 1-888-287-3687. Visit us online at [www.encore-can.com](http://www.encore-can.com)

## 2022 Exhibitor Services Terms and Conditions

### General Information

1. Orders received and paid 14 days prior to the first day of event move-in qualify for advance pricing. Orders received after the advance deadlines are subject to standard pricing and the balance owing will be charged to the credit card provided. Preferred method of payment is credit card or EFT.
2. Incomplete orders, missing forms, or failure to include the necessary information, may result in a delay of service installation.
3. Orders that do not include payment will be regarded as incomplete and will not be processed. Purchase orders are not considered payment.
4. All orders must be paid in full, prior to service being provided.
5. Out of country payments may be made by credit card, or bank transfer (bank fees apply to this service and are the responsibility of the payor).
6. On site orders must be paid by valid credit card or debit card.
7. Due to temporary conditions which exist during setup and move-in, installation of services is not guaranteed upon exhibitor arrival. Ordered services will be installed as soon as possible, but all services are not guaranteed until the start of the event.
8. The customer will be fully responsible for the safekeeping of any equipment during the event.
9. Pricing does not include applicable GST.
10. Prices subject to change without notice.

### Cancellations / Refunds

1. Full refund will be issued on items listed from our order forms if we receive a cancellation notice in writing on or before the advance price deadline date.
2. A 50% refund will be issued on listed items from our order forms if we receive a cancellation notice in writing after the advance price deadline date and before install.
3. Cancelled items will be charged 50% of original price after move-in begins and 100% of original after installation.
4. No credit will be given for any service installed and not used.
5. No refund will be given on services that require advance planning i.e. special electrical circuits, transformers, special lighting and non-electrical items.
6. Refunds for service issues, will not be considered unless the exhibitor has notified an Exhibitor Services representative of any problem with our service or product onsite prior to event close.
7. Third Party Order (Exhibitor Appointed Contractors) - It is understood and agreed that the exhibiting firm is ultimately responsible for payment of services. In the event that the named third party E.A.C. does not pay amount owing by the move-in time, charges will revert to the exhibiting company.

### Electrical and Lighting

1. Electrical service and installation is provided exclusively through the BMO Centre at Stampede Park (the Centre). All electrical installations and hard wiring to exhibitor equipment must be completed by an authorized Centre tradesperson.
2. The Centre and the City of Calgary will not be liable for any loss, costs, damages or expenses, incurred directly or indirectly as a result of or as a consequence of any third party including any third-party Service Providers inability or failure to provide telecommunications, utilities or miscellaneous services or any interruption thereto. Customer is liable for and shall indemnify The Centre for any loss of or damage to all equipment or materials loaned or rented to Customer by the Centre regardless of how caused.
3. All electrical power is turned off approximately 1 hour after event closes and turned on approximately 1 hour prior to event opening. If you require power on a 24-hour basis, please indicate and order this requirement on your order.
4. Power is sourced from overhead. We do not have floor ports for electrical.
5. Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
6. If a transformer is required for larger power loads, this must reside in your booth space.
7. All electrical connections, installation, motor connections or any electrical operating equipment must conform to all Canadian Standards Association requirements and the Canadian Electrical Code.
8. Exhibitors are permitted to bring in their own extension cords and power bars as long as the electrical use does not exceed the electrical service ordered.
9. Extension cords must be 3-wire grounded cords, minimum of #14-gauge wires. The use of two wire ungrounded extension cords is prohibited.
10. The Centre is not responsible for damages or expenses incurred due to power surges, spikes, or loss of power. Exhibitors are encouraged to supply their own surge protection equipment.
11. Power is dropped only at the back of the booth unless specific placement is requested. Should you require electrical dropped to a specific location within your booth space, please submit the 'Booth Layout Form' with your order. Surcharge applies for under carpet placement (see under carpet surcharge).
12. Floor plan changes made 72 hours or less, prior to first day of event move-in will incur a cost.
13. Additional and/or special electrical/mechanical services are available on request and may be subject to an hourly rate charged for labour plus the cost of material used. Rates quoted and billed out by the Centre are in Canadian funds and include installation, service while in use, and removal.
14. If connection to equipment is required, labour fees will apply - Minimum 1 hour.
15. Borrowing power from an adjoining booth is not permitted. Sharing your neighbours' power may result in no electrical services for either booth.



## at Stampede Park

### Electrical and Lighting cont'd

16. The Centre conducts an installation audit of power supplied to all exhibits. Exhibitors using power not ordered on our order form will be required to pay on site pricing for electrical service to continue. Exhibitors exceeding power consumption ordered will be required to pay for additional consumption. Power may be disconnected pending receipt of full payment; a reconnection fee of 2 hours Electrician labour will apply.
17. Electrical circuits are not split between locations. If you require electrical in 2 specific areas for example, 2 electrical circuits must be ordered.
18. In-line and peninsula outlets are installed at the back of booth. If you require outlets elsewhere, extension cords will be available at the Exhibitor Order desk service area for a nominal charge. There will be a surcharge for outlets/feeders fed under carpets (see Electrical Order Form under carpet surcharge).
19. Island booth electrical, internet, and phone lines will be placed in one main location at our discretion unless a floor plan is provided.
20. All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, ampere/wattage/horsepower/kilowatts and full load current and CSA or UL approval sticker.
21. A Ground Fault Circuit Interrupter (GFI) must protect all 120-volt electrical equipment and devices within 6 feet of a water/liquid source. It is the exhibitor's responsibility to supply their own GFI or rent one from the Centre.
22. It is a requirement of the Electrical Safety Code that any equipment being displayed, offered for sale or used in any event, convention, or similar exhibition must be CSA or UL approved. Without this approval, the Calgary Exhibition and Stampede cannot provide electrical services. For further information, refer to the Municipal Affairs Alberta website at <https://www.alberta.ca/electrical-codes-and-standards.aspx>

### Plumbing

1. A floor plan with type of gas appliance(s), location of appliance(s) and BTU's of appliance(s) being connected to natural gas is required prior to your event move-in. A floor plan grid must be submitted with your order.
2. Due to permit restrictions, any Natural Gas orders received less than 72 hours prior to the event move-in may not be accommodated.
3. Gas, water and floor drains are not available in all locations. A booth number is required so that we can compare this against your organizer's approved floor plan for booth location and availability of these services. Grey water cannot be dumped into parking lot drains due to direct draining into river system.
4. Outdoor Services – Limitations on availability. Booth number is required so that we can compare this against your organizer's approved floor plan for booth location and availability of these services. Additional charges are applicable.
5. The customer will be fully responsible for the safekeeping of any equipment during the event.
6. The Centre and the City of Calgary will not be liable for any loss, costs, damages or expenses, incurred directly or indirectly as a result of or as a consequence of any third party including any third-party Service Providers inability or failure to provide telecommunications, utilities or miscellaneous services or any interruption thereto.
7. Customer is liable for and shall indemnify the Centre for any loss of or damage to all equipment or materials loaned or rented to Customer by the Centre, regardless of how caused.
8. All mechanical equipment shall have a nameplate attached thereto showing approval by the applicable Provincial Authority.
9. All installations and connections to be made to the Centre's sources of natural gas and water and all connections to drains, must be made by an authorized Centre tradesperson.
10. Mechanical services are only turned on during event hours.
11. It is the responsibility of the exhibitor to ensure that all pollutants, hazardous wastes, contaminated water etc. is disposed of by a Government Licensed firm for the appropriate waste product.
12. All equipment must comply with provincial and local safety codes.
13. Water Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed at their expense.
14. Electricity and electrical labour to connect and operate any plumbing apparatus is not included unless otherwise stated.
15. Floor drains are very limited. More information is required by the Centre's Exhibitor Services department to ensure that we can meet your requirements.
16. Propane gas is not available through the Centre.
17. Compressed air is not available through the Centre.

### Parking

1. Parking permits are available for pre-purchase at a discounted rate up to 10 days prior to the event start date. After this advance deadline, permits are available to purchase at the parking gates upon arrival at the standard rate.
2. Access to the Centre Loading Dock Apron is complimentary for move-in and move-out. Access must be booked ahead of time through the Voyage Control booking system and the time allowed for unloading and loading is determined by vehicle size. Arrival without a booking may result in delayed access to the Loading Dock Apron. There is strictly no parking within the Loading Dock Apron and regular parking rates apply at all other Stampede Park parking lots.
3. Pre-ordered parking permits will be issued in the company name or contact name on the form, unless otherwise stated. Confirmation of parking permits and location for pick up will be sent via e-mail from the Parking Office; please ensure that this information is legible on the order form.
4. Pre-ordered parking permits will be issued from a specified parking booth pick up location, during the specified move-in dates and times. The parking office will e-mail parking booth pick up location prior to the first day of move in for the event; refer to your Exhibitor information from your organizer for the move-in schedule. Permits are not mailed out.
5. Parking permits must be presented or purchased at the parking gate to allow parking lot access. Refunds will not be given for any passes not picked up.
6. Pricing does not include applicable GST.
7. All sales are final.

## at Stampede Park

### Internet and Phone Services

1. Routers are not permitted.
2. Electrical service is not included in internet and phone services pricing.
1. Internet access is not included with phone services.
2. Long distance charges will appear on your credit card following the event. A credit Card number is required for Long Distance requests.
3. If under carpet / flooring placement is required for internet, a surcharge applies; please refer to 'Internet and Phone Services' order form.
4. If outdoor wired internet service is required, a surcharge applies; please refer to 'Internet and Phone Services' order form. Outdoor wired internet service is not available in all locations.
5. The Centre reserves the right to reduce/disconnect services to computer/device that has been detected to have viruses.
6. The Centre reserves the right to reduce/disconnect services that conflict with the internet system.
7. The Centre and the City of Calgary will not be liable for any loss, costs, damages or expenses, incurred directly or indirectly as a result of or as a consequence of any third party including any third-party Service Providers inability or failure to provide telecommunications, utilities or miscellaneous services or any interruption thereto. Customer is liable for an shall indemnify the Centre for any loss of or damage to all equipment or materials loaned or rented to Customer by the Centre regardless of how caused.
8. Customer shall not permit any of its users or other third parties to:
  - (a) disclose private communications without permission to parties other than the intended recipient, or the disclosure of confidential information;
  - (b) restrict or inhibit any other user from using and enjoying the Internet;
  - (c) post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
  - (d) post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;
  - (e) upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or right holder; or
  - (f) abuse or fraudulently use the Internet in any way not specifically set forth above.
9. Limitation of Liability
  - (a) Customer understands that Customer and its users may access the Internet through the service. Customer understands further that neither the Calgary Exhibition and Stampede nor its Internet Service Provider operate or control the Internet in any way, and that all merchandise, information and services offered or made available or accessible on the Internet are offered or made available or accessible by third parties.
  - (b) Customer assumes total responsibility and risk for Customer's and its users' use of the service and the Internet. Neither The Centre nor its Internet Service Provider make any express or implied warranties, representations or endorsements whatsoever (including without limitation warranties of title or noninfringement, or the implied warranties of merchantability or fitness for a particular purpose) with regard to any merchandise, information or service provided through the Internet, and neither The Centre nor its Internet Service Provider shall be liable for any cost or damage arising either directly or indirectly from any such transaction. It is solely Customer's and its users' responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services and other information, and the quality and merchantability of all merchandise, provided on the Internet generally.
  - (c) Customer understands further that the Internet contains unedited materials some of which are sexually explicit or may be offensive to some people. Customer and its users access such materials at their own risk. The Centre and its Internet Service Provider have no control over and accept no responsibility whatsoever for such materials.
  - (d) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied, including but not limited to warranties of title, noninfringement or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by Centre or its Internet Service Provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the Centre nor its Internet Service Provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the Internet is free of viruses, worms, trojan horses or other harmful components.
  - (e) Under no circumstances shall the Centre or its Internet Service Provider or their affiliates or contractors be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from Customer's or its users' use of or inability to use the service or to access the Internet or any part thereof, or Customer's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.



## at Stampede Park Internet and Phone Services cont'd

- (f) Without in any manner limiting the express limitations contained in this section, neither the Centre nor its Internet Service Provider shall be liable to Customer or its users or any other parties for any:
  - (i) act or omission of a telecommunications carrier whose facilities are used in establishing connections;
  - (ii) disclosure of private communications to parties other than the intended recipient, or the disclosure of confidential information;
  - (iii) restriction or inhibition imposed by a third party;
  - (iv) posting, transmittal or receipt of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
  - (v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;
  - (vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;
  - (vii) infringement of patents or other proprietary rights; or
  - (viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.
- (g) The Centre recommends that clients have administrative rights to all devices that will be connected to The Centre's Visitors network.

## Audio Visual

1. In partnership with The Centre, all audio visual services are provided by Encore Canada and are bound to their terms and conditions. Please refer to the ENCORE Exhibitor Rental Form (page 18) for terms and conditions and if you have any questions, please contact the Encore Sales representative, Nelson Chan at 403.701.3545 or [nelson.chan@encoreglobal.com](mailto:nelson.chan@encoreglobal.com).

## Banner and Sign Hanging

1. Banners and Signs that are to be hung off the building structure must be performed by authorized Centre personnel.
2. All banners and signs shall conform and comply with organizer rules and regulations and facility limitations. Please check your Exhibitor's Manual for any event restrictions and obtain necessary approvals from the organizer prior to requesting a quotation from the Exhibitor Services.
3. To receive a quotation for multi-sided/Halo or Circular signs please complete the quote request section of the 'Banner and Sign' order email to [exhibitorservices@calgarystampede.com](mailto:exhibitorservices@calgarystampede.com). Quotations are dependent on information received from exhibitor and availability of approved floor plans for your event.
4. If your sign requires rigging equipment, the quote will be provided by Encore, our exclusive provider of rigging services. Payment will then be made directly to Encore for the service.
5. A copy of the Quote, along with a fire certificate for the banner/sign must be attached to your order.
6. Fire Code requirements:
  - (a) As per Alberta Fire Code, all banners, signs and hanging décor are subject to, and must be CAN / ULC-S109 certified or proof of other fire-retardant steps is required before hanging.
  - (b) Certificate of compliance is required by the Exhibitor Services Department upon order and items will not be hung without proper documentation on file.
  - (c) All tents and canopies must be approved for indoor use and have permanently attached label, indicating conformance to CAN / ULC-S109, "Flame Resistance Fabric and Films".
  - (d) Booths that include tents, canopies and / or other structures inside a building shall not be constructed with a roof, ceiling or other obstruction greater than 27.9 m<sup>2</sup> (300 square ft) without written approval of the Calgary Fire Department and must meet all additional regulations for structures of that size.

For further information, please see the Calgary Fire Department link at: [www.calgary.ca/CS/PS/Fire/Documents/CFD-Indoor-Special-Event-Requirements.pdf](http://www.calgary.ca/CS/PS/Fire/Documents/CFD-Indoor-Special-Event-Requirements.pdf)



**at Stampede Park****Digital Signage**

1. Requests for digital signage are accepted in advance only. Orders must be placed 14 days prior to the first day of event move-in.
2. A high resolution .png, .jpg, .tif, .gif or .eps image file of your company logo is required no later than 7 days prior to the first day of move-in for the event. A proof of the final digital ad will be sent to you for revisions and final approvals, prior to proceeding with the signage.
3. Cancellation policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.
4. No credit will be given for any service installed and not used.

**Food and Beverage Services**

1. Orders received after specified advance deadline dates, as noted on the order form, are subject to availability and will not include the 30% advance order discount.
2. All orders must be paid in full, prior to service being provided.
3. Customer is liable for and shall indemnify the BMO Centre for any loss of or damage to all equipment or materials loaned or rented to customer by the Centre regardless of how caused.
4. Cooking and / or warming appliances brought into the event spaces on Stampede Park shall be labelled for commercial use (not residential) by a recognized testing laboratory (e.g. CSA or ULC). *For further information, please see the Calgary Fire Department link at: [www.calgary.ca/CSPS/Fire/Documents/CFD-Indoor-Special-Event-Requirements.pdf](http://www.calgary.ca/CSPS/Fire/Documents/CFD-Indoor-Special-Event-Requirements.pdf)*
5. Due to temporary conditions which exist during setup and move-in, installation of services is not guaranteed upon exhibitor arrival. Ordered services will be installed as soon as possible, but all services are not guaranteed until the start of the event.
6. Pricing does not include applicable GST.
7. No refunds will be given after delivery.
8. Lost or unreturned rental items will be billed after the event at current market price.

