



2021 EXHIBITOR SERVICES ORDER FORM PACKAGE

Order online at
exhibitor.calgarystampede.com

Calgary Stampede Exhibitor Services
Box 1060, Station M
Calgary Alberta, T2P 2K8
Email: exhibitorservices@calgarystampede.com
Phone: 403-261-0377

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

Audio Visual Services are offered through Encore Canada, our onsite Audio Visual partner.

The BMO Centre at Stampede Park operates all services in alignment with local health authorities and with specific organizer safety protocols. Please refer to the exhibitor package provided by your organizer for further information.

2021 Exhibitor Services

Exhibitor Information

BMO CENTRE
at Stampede Park

Welcome to BMO Centre at Stampede Park

The BMO Centre at Stampede Park 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 deadline dates and outlines other requirements for the event. The information contained in this 'Exhibitor Information' document provides you with important contacts and checklists, specifically for the BMO Centre 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: 403.589.3682 **Email:** exhibitorservices@calgarystampede.com

Placing your order

Placing your order is convenient and easy, using our Online Order Portal at:

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

Your payment is secure and you will receive instant confirmation that your order has been received. Upon receiving your order, the Exhibitor Services Administrator will provide confirmation your details have been received, and communicate your requirements to the appropriate teams for execution. Prior to your arrival, the exhibitor concierge will verify that your order has been fulfilled.

Phone: 403.261.0377 **Email:** 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.

For last-minute order requirements, an On-Site Order Desk is available on the event floor during move-in.

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

Loading Dock Management System

To enhance your experience and make your move-in process as smooth as possible, BMO Centre at Stampede Park 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. At this time, only a select number of events will use Voyage Control™ to manage loading dock access during move-in and move-out. If the event you are exhibiting at has been assigned to use this system, you will be advised by the event organizer and provided with booking details. A time slot must be booked in advance to gain access to the loading area. Booking times through this system is only required if the event has been designated to use the system. When the system is not being utilized, please refer to the event organizer for details on move-in schedules.

Pre-Event Checklist

This checklist will assist in making sure that you have everything you need for your event. If you have any questions, the Exhibitor Services Administrator will be happy to assist you.

Phone: 403.261.0377 **Email:** 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? Order online at https://exhibitor.calgarystampede.com	<input type="checkbox"/>
OR complete required forms as noted below and email to exhibitorservices@calgarystampede.com	
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.	
Have you ordered Audio Visual Requirements from Encore? (refer to ENCORE Audio Visual form)	<input type="checkbox"/>
If applicable, 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 exhibitorservices@calgarystampede.com .	

2021 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: 403.589.3682

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)	<input type="checkbox"/>
Check in at the loading docks and follow directions of attendant for unloading. Have Voyage Control is being used for your event have your QR code ready to be scanned.	<input type="checkbox"/>
Enter the back concourse of the venue for security screening, temperature check and to receive your wrist band.	<input type="checkbox"/>
Locate your booth space in the Hall and unload your vehicle.	<input type="checkbox"/>
Once you have unloaded, park your vehicle and return to set up your booth space.	<input type="checkbox"/>
Pick up your exhibitor 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"/>
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, 403.589.3682	

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: 403.589.3682

Moving Out	
Upon event closing, the general services contractor will begin rolling up the aisle carpet. You are allowed to pack up your booth while they are doing this.	<input type="checkbox"/>
If applicable, 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 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"/>
For events where Voyage Control is not being used, you can begin moving your items to the loading dock when loading dock space is available. Please contact the Exhibitor Concierge if you need any assistance with coordinating this.	<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.	<input type="checkbox"/>
Please leave any items you have rented through exhibitor services in your booth space.	

2021 Exhibitor Services

Exhibitor Account Details

BMO CENTRE
at Stampede Park

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

Online Ordering available at: <https://exhibitor.calgarystampede.com>

Phone: 403.261.0377 **Email:** 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)		\$
<input type="checkbox"/> Electrical and Lighting		\$
<input type="checkbox"/> Exhibitor Parking Permits		\$
<input type="checkbox"/> Internet and Telephone Services		\$
<input type="checkbox"/> Sign and Banner Hanging		\$
<input type="checkbox"/> Plumbing Services		\$
<input type="checkbox"/> Digital Signage		\$
<input type="checkbox"/> Food and Beverage Rentals		\$
<input type="checkbox"/> <i>check box if booth layout plan has been included for under carpet or specific electrical / internet / phone or gas line placement. (see 'Booth Layout Form')</i>	SUBTOTAL FOR ALL SERVICES:	\$
	ADD 5% GST: (GST # R#118823467)	\$
	TOTAL:	\$

☐ **I agree to the terms and conditions outlined in the 'Exhibitor Services Terms and Conditions' document**

PAYMENT INFORMATION

Preferred Method of Payment

☐ **Credit Card**

When your order has been processed, a secure link will be sent to complete payment online. Payment must be received no later than 3 days before event move-in order to guarantee services.

☐ **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.

2021 Exhibitor Services

Exhibitor Basics

BMO CENTRE
at Stampede Park

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

Online Ordering available at: <https://exhibitor.calgarystampede.com>

Phone: 403.261.0377 **Email:** 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
BASIC POWER (standard household circuits)				
1500 watt 120V 15 amps		\$ 130.45	\$ 169.59	
2000 watt 120V 20 amps		\$ 149.35	\$ 194.15	
Extension Cord		\$ 12.50	\$ 16.25	
Power Bar		\$ 14.40	\$ 19.11	
EXHIBITOR PARKING PERMITS (ADVANCE ORDERS ONLY)				
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 =		
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	
Total this section (Exhibitor Basics) **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.

TERMS AND CONDITIONS

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

2021 Exhibitor Services Electrical and Lighting

BMO CENTRE
at Stampede Park

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

Online Ordering available at: <https://exhibitor.calgarystampede.com>

Phone: 403.261.0377 **Email:** 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
BASIC POWER (standard household circuits)				
1500 watt 120V 15 amps		\$ 130.45	\$ 169.59	
2000 watt 120V 20 amps		\$ 149.35	\$ 194.15	
IN BOOTH LIGHTING & ACCESSORIES (electrical not provided)				
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	
OVERHEAD LIGHTING (electrical provided) – AVAILABLE ONLY IN BMO CENTRE HALLS				
Hi-Bay Lights – 575 W Source four		\$ 171.50	\$ 222.95	
PRODUCTION OR COMMERCIAL POWER				
30 amp 125V		\$ 284.05	\$ 369.27	
15 amp 208V single phase		\$ 207.80	\$ 270.14	
15 amp 208V three phase		\$ 298.20	\$ 387.66	
20 amp 208V single phase		\$ 268.10	\$ 348.53	
20 amp 208V three phase		\$ 409.05	\$ 531.77	
30 amp 208V single phase		\$ 381.70	\$ 496.21	
30 amp 208V three phase		\$ 581.45	\$ 755.89	
40 amp 208V single phase		\$ 414.45	\$ 538.79	
40 amp 208V three phase		\$ 647.15	\$ 841.30	
50 amp 208V single phase		\$ 445.60	\$ 579.28	
50 amp 208V three phase		\$ 666.85	\$ 866.91	
60 amp 208V single phase		\$ 499.65	\$ 649.55	
60 amp 208V three phase		\$ 693.65	\$ 901.75	
100 amp 208V single phase		\$ 762.60	\$ 991.38	
100 amp 208V three phase		\$ 879.00	\$ 1142.70	
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 complete this form and email it, along with the 'Exhibitor Account Information' section to exhibitorservices@calgarystampede.com.

2021 Exhibitor Services Electrical and Lighting

BMO CENTRE
at Stampede Park

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' 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' document.*

2021 Exhibitor Services Parking Permits

BMO CENTRE
at Stampede Park

Parking permits are available for pre-purchase at a discounted rate up to 14 days prior to the event move-in. 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

Online Ordering available at: <https://exhibitor.calgarystampede.com>

Phone: 403.261.0377 **Email:** 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**			\$

TERMS AND CONDITIONS

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

2021 Exhibitor Services Internet and Phone Services

BMO CENTRE
at Stampede Park

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

Online Ordering available at: <https://exhibitor.calgarystampede.com>

Phone: 403.261.0377 **Email:** 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
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	\$ 429.00	
Standard Wired Internet – 2 Event Days		\$ 198.00	\$ 772.20	
Standard Wired Internet – 3 Event Days		\$ 280.50	\$ 1093.95	
Standard Wired Internet – 4 Event Days		\$ 330.00	\$ 1287.00	
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	

2021 Exhibitor Services Internet and Phone Services

BMO CENTRE
at Stampede Park

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**				\$

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' document.*

2021 Exhibitor Services Banner and Sign Hanging

BMO CENTRE
at Stampede Park

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

Online Ordering available at: <https://exhibitor.calgarystampede.com>

Phone: 403.261.0377 **Email:** 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
BASIC FLAT BANNER HANGING				
Up to an 8 foot banner – not to exceed 48 sq ft (does not include multi-sided, halo, circular, triangular or moss signs)		\$ 114.00	\$ 148.20	
Between 8 – 20 foot banner – not to exceed 100 sq ft (does not include multi-sided, halo, circular, triangular or moss signs)		\$ 139.00	\$ 180.70	

BANNERS AND SIGNS REQUIRING QUOTES (please complete quote details below)				
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 _____

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 on the Electrical and Lighting Form.

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 handing 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

2021 Exhibitor Services Banner and Sign Hanging

BMO CENTRE
at Stampede Park

SPECIAL REQUESTS (i.e. TRUSS, RIGGING OR MANLIFT SERVICES REQUIRED FROM BMO CENTRE AT STAMPEDE PARK)

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 complete this form and email it, along with the Exhibitor Account Information section to exhibitorservices@calgarystampede.com.

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 m² (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

TERMS AND CONDITIONS

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

2021 Exhibitor Services Plumbing

BMO CENTRE
at Stampede Park

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

Online Ordering available at: <https://exhibitor.calgarystampede.com>

Phone: 403.261.0377 **Email:** 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)		\$ 500.00	\$ 650.00	
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.		\$ 150.00	\$ 195.00	
WATER SERVICES				
Cold Water Service (first connection)		\$ 206.00	\$ 267.80	
Additional Cold Water Service within the same booth		\$ 71.00	\$ 92.30	
Cold Water Fill and Drain – Up to 300 gallons		\$ 236.15	\$ 307.00	
Cold Water Fill and Drain – 300 gallons – 1000 gallons		\$ 14.70	\$ 19.11	
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		\$ 400.00	\$ 520.00	
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		\$ 36.05	\$ 46.87	
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 complete this form and email it, along with the Exhibitor Account Information section to exhibitorservices@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' document.

2021 Booth Layout Form

Under carpet Electrical / Internet
Gas line placement

BMO CENTRE

at Stampede Park

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. Please complete and send along with order forms for the required services.

Exhibitor Services, BMO Centre at Stampede Park

Online Ordering available at: <https://exhibitor.calgarystampede.com>

Phone: 403.261.0377 Email: 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

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)
4. 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.*

BACK OF BOOTH – Indicate Adjacent Booth or Aisle Number: _____

FRONT OF BOOTH – Indicate Adjacent Booth or Aisle Number: _____

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

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

2021 Exhibitor Services Digital Signage

BMO CENTRE
at Stampede Park

The BMO Centre at Stampede Park offers a variety of digital signage options 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.

Exhibitor Services, BMO Centre at Stampede Park

Online Ordering available at: <https://exhibitor.calgarystampede.com>

Phone: 403.261.0377 **Email:** exhibitorservices@calgarystampede.com

CONTACT DETAILS

Event Name: _____ **Event Dates(s):** _____

Company: _____ **Booth number:** _____

ITEM	QUANTITY	UNIT PRICE (ADVANCE ORDERS ONLY)	TOTAL
PORTABLE DIGITAL KIOSK (to be positioned within booth space)			
PLEASE PROVIDE TEXT FOR DESIRED MESSAGING BELOW:		\$ 350.00 / per kiosk per day OR \$1200.00 per event (4 or more event days)	
PERMANENT WALL MOUNTED SIGNS (various locations available, subject to availability and organizer guidelines)			
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.

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' document.*

2021 Exhibitor Services Food and Beverage Rentals

BMO CENTRE
at Stampede Park

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

Online Ordering available at: <https://exhibitor.calgarystampede.com>

Phone: 403.261.0377 **Email:** exhibitorservices@calgarystampede.com

CONTACT DETAILS

Event Name: _____ **Event Date(s):** _____

Company: _____ **Booth Name:** _____ **Booth number:** _____

ITEM	QUANTITY	UNIT PRICE (ADVANCE ORDER)	STANDARD PRICE (ON-SITE ORDER)	TOTAL
EQUIPMENT RENTALS (Orders must be received and paid 7 business days in advance)				
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 Chafer (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	
WATER COOLER RENTALS (Orders must be received and paid 7 business days in advance)				
Water Cooler Unit with 1 18 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	
HAND WASHING STATION RENTAL (Orders must be received and paid 7 business days in advance)				
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	
REFRIGERATION RENTALS (Orders must be received and paid 7 business days in advance)				
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	
ICE DELIVERY (Orders must be received and paid 5 business days in advance) *late requests are subject to availability				
2.7 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 complete this form and email it, along with the Exhibitor Account Details section to exhibitorservices@calgarystampede.com.

TERMS AND CONDITIONS

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

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

DATE:		SHOW NAME:	
CONTACT:		VENUE:	BMO Centre at Stampede Park
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
	COMPUTER MONITORS & DISPLAYS			
	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		
	COMPUTERS			
	WINDOWS 2.4 GHz LAPTOP COMPUTER	\$205.00		
	MACINTOSH LAPTOP COMPUTER	\$205.00		
	COMPUTERS ACCESSORIES			
	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		
	AUDIO EQUIPMENT			
	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		
	SPECIALTY ITEMS AVAILABLE UPON REQUEST			

CREDIT CARD INFORMATION		EQUIPMENT	
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. PH # 403-701-3545 E-MAIL: nelson.chan@encoreglobal.com		Cables & Consumables	
		LABOUR	
		DEL & P/U	\$50.00
		SUBTOTAL	
		(5%) GST	
POWER IS ORDERED THROUGH THE VENUE DIRECTLY. PLEASE CONTACT EXHIBITOR SERVICES PH # 403-261-0377 E-MAIL: exhibitorservices@calgarystampede.com		*TOTAL	

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