



2018 - Exhibitor Order Form Package

Box 1060, Station M Calgary Alberta T2P 2K8
Phone: 403-261-0377 Fax 403-261-0144 Email: eventservices@calgarystampede.com

Advance Pricing deadline is 14 days prior to the 1st move in day of your event

Online order at <https://exhibitor.calgarystampede.com>

The Calgary Stampede Event Services is proud to be the exclusive supplier of temporary electrical, sign/banner hanging, internet, telephone services, plumbing and pre-purchased parking services. We also offer Audio Visual Equipment and Digital Signage opportunities.

Services available:

- Temporary Electrical – **Section 1** (pages 2-6)
- Audio Visual Equipment – **Section 2** (pages 7-9)
- Sign and Banner Hanging (as per Show Management's Rules and Regulations and limitations of venue Structure – **Section 3 and 3a** (pages 10-13)
- Internet and Telephone Services – **Section 4** (pages 14-17)
- Plumbing Services – **Section 5** (pages 18-20)
- Exhibitor Parking Permits – **Section 6** (pages 21-22)
- Digital Signage – **Section 7** (pages 23-27)
- Totals Page (mandatory in order to process exhibitor order) – **Section 8** (page 28)

Pricing:

- **Discount Pricing:** To take advantage of our Discount price, all completed forms and full payment must be received on or before the advance pricing deadline, **14 days prior to the first move in day of your event.**
- **Regular/After Deadline Pricing:** Regular/After Deadline Pricing will be applicable after the discount pricing date has passed (14 days prior to the first move in day of your event) and for all on site/floor orders and additions.

Payment:

- Calgary Stampede Event Services accepts payment by all major credit cards and Debit cards on site. Please note that all exhibitors are responsible for payment of the applicable sales tax for the event in which they are participating.
- Cheques will be accepted if received by the Discount Price Deadline date.

Online Ordering:

Please visit <https://exhibitor.calgarystampede.com>,

- **Look for the month your event is in, and then select your event and follow the on screen instructions.**

Please note that not all items are available for online ordering such as items that require a quote (for example: Multi-sided/Halo/Circular sign hanging, large electrical loads, special electrical etc.). If your search for a specific requirement does not produce any results, please complete the attached order forms and return them to the fax number or email address listed at the top of the forms. If you need assistance or require additional information please contact the Event Services Exhibitor Order Office at **403-261-0377**.

How to use this package, please read carefully.

Examples on what is required for you to fill out and send to us.

If you require electrical services only, then you need to fill out

Section 1 - Electrical and Lighting pages **and**

Section 8 - Totals page **and send all these sections** to Event Services.

If you require electrical services and audio visual equipment for example, then you need to fill out

Section 1 – Electrical and Lighting **and**

Section 2 – Audio Visual Equipment **and**

Section 8 – All Forms Total **and send all these sections** to Event Services.

If you require pre-purchased Parking permits for example then you simply need to fill out

Section 6 – Pre-Purchased Parking Permits **and**

Section 8 – Event Services Total Page **and send all these sections** to Event Services

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

This exhibitor order form package may not be altered.



2018 - Electrical and Lighting - Exhibitor Order Form

Calgary Stampede Event Services

Box 1060, Station M Calgary Alberta T2P 2K8 Phone: 403-261-0377

Fax 403-261-0144 Email: eventservices@calgariystampede.com

Online order at <http://exhibitor.calgariystampede.com>

Exhibitor Information	
Event:	
Event Dates:	Booth Number:
Exhibitor Booth Name:	

All prices appear on the individual services order forms in Canadian Funds and are billed out in Canadian Funds (prices subject to change).

Event Services staff will be verifying all pricing prior to applying against credit card number received in Section 8. Orders must be received and paid 14 days prior to first day of Event move in to qualify for Advance pricing.

Quantity Units	*Electrical - Base	Unit price for <u>Event</u> Advance order	Unit price when ordered placed/received After Advance deadline	Amount
	1500 watt 120V 15 amps	\$130.45	\$169.59	
	2000 watt 120V 20 amps	\$149.35	\$194.15	
	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	
	200 amp 208V Single Phase	\$917.10	\$1192.23	
	200 amp 208V Three Phase	\$1034.80	\$1345.24	

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Quantity Units	*Electrical - Additions	Unit price for Event Advance order	Unit price when ordered placed/received After Advance deadline	Amount
	Under carpet Surcharge Plus 50% per electrical circuit that is required to be placed under carpet/flooring , this also applies to electrical provided by your show manager. Floor plan must be provided by Advance Deadline Rate Date, if not received by this date this service cannot be provided. (Includes electrical labour and cabling required). See attached Floor Plan Grid page 5.			
	Outdoor Service Surcharge Plus 50% per electrical circuit. This will apply to all electrical placed in tents and parking lot space that is outside of a permanent building.			
	24 Hour electrical service Plus 25% per electrical circuit. This must be requested as power is provided during event hours only unless otherwise requested and ordered.			
	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.	By Quote	By Quote	By Quote
Lights And Accessories				
	2 bulb floor stand (approx. 90 watts each bulb) – Electrical not provided	\$55.70	\$72.41	
	3 bulb floor stand (approx. 90 watts each bulb) – Electrical not provided	\$66.00	\$85.80	
	Quartz Light with stand (approx. 300 watts) – Electrical not provided	\$63.35	\$82.36	
	Hi-Bay Lights – 575W Source four (electrical provided) (not available in all buildings) (Mounted to Calgary Stampede ceiling structure)	\$171.50	\$222.95	
	Extension Cord	\$12.50	\$16.25	
	Power Bar	\$14.70	\$19.11	
	GFI receptacle – 15 amp (Ground Fault Interrupter) – does not include electrical	\$14.70	\$19.11	
Special Electrical Requests – Please indicate what you require and send this order form in for a quote. As soon as we have the quote range available from the Electrical team we will advise. Building Voltage 120-208 volts. Other voltages may be available upon request. In some cases transformers are required and are an additional cost. Contact Event Services 3 weeks prior to your Event Move in for availability. Location limitations apply.				
Quantity Units		By Quote	By Quote	By Quote

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**** Important Information regarding Electrical Services.**

- ~ * denotes services provided exclusively by the Calgary Exhibition and Stampede.
- ~ The Calgary Exhibition & Stampede Limited ("CE&S") 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 CE&S for any loss of or damage to all equipment or materials loaned or rented to Customer by CE&S regardless of how caused.
- ~ Orders must be received and paid 14 days prior to first day of Event move in to qualify for Advance pricing. Orders received after the advance deadline are subject to On Floor/After Deadline pricing and the balance owing will be charged to the credit card provided. A \$15.00 charge will be added to N.S.F. Cheques.
- ~ power is provided during event hours only unless 24 hour service is ordered. Surcharge applies (see 24 hour surcharge).
- ~ power is sourced from overhead. We do not have floor ports for electrical.
- ~ if a transformer is required for larger power loads, this must reside in your booth space.
- ~ All electrical power is turned off approximately 1 hour after show closes and turned on approximately 1 hour prior to show opening. If you require power on a 24-hour basis, please ensure you have ordered 24 hour service.
- ~ Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
- ~ All electrical connections, installation, motor connections or any electrical operating equipment must conform to all Canadian Standards Association (CSA) requirements and the Canadian Electrical Code or UL requirements.
- ~ power is dropped only at the back of the booth unless under carpet/flooring is ordered. Should you require a floor plan layout, one is attached for your convenience. Surcharge applies (see under carpet surcharge).
- ~ Floor plan changes made 72 hours or less, prior to first day of event move in will incur a cost.
- ~ If connection to equipment is required, labour fees will apply – Minimum 1 hour.
- ~ The Calgary Exhibition and Stampede 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.
- ~ Borrowing power from an adjoining booth is not permitted. Sharing your neighbours' power may result in no electrical services for either booth.
- ~ Due to temporary conditions which exist during setup and move in, installation of services is not guaranteed upon exhibitor arrival. We will endeavor your services as early as possible, but all services are not guaranteed until the start of the event.
- ~ pricing does not include applicable GST
- ~ Electrical circuits are not split between locations. If you require electrical in 2 specific areas for example, 2 electrical circuits must be ordered.

Section 1 - Sub Total pages 1 and 2	\$
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Total this section – Electrical & Lighting - (please transfer this amount to Exhibitor Order Payment Total Page – section 8)	\$
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Signature: _____

Date: _____

Exhibitor Order form sections and Section 8 Payment Totals page information is your official Invoice copy – please keep a copy for your records.
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**Booth Layout Form for
Undercarpet/Flooring electrical placement.**
Floor plan must be received by Advance Pricing Order Date.
If not received by this date this service cannot be provided.

Do not use if your electrical/internet or phone services are to be dropped
at the back of your booth which is our normal procedure. CAD drawings and other measured floor plans are also accepted.
Send along with your order form to Event Services Fax: 403.261.0144 or Email: eventservices@calgarystampede.com

Event: _____ **Booth Number:** _____

Exhibitor Name: _____ **Phone Number:** _____

Authorized Contact Name (please print)	Signature	Date
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Event Services must receive this booth layout form along with your completed exhibitor order form to ensure proper placement of services in your booth. The deadline to receive this booth layout form along with your exhibitor order form is 14 days prior to the event move in.

- Use bold lines to indicate the outline of your booth
- Circle the correct booth type below and fill in the proper orientation around your booth next to the grid.

Inline Booth
 Peninsula Booth
 Island Booth

- Indicate the dimensions of your booth _____
 10 x 10 – 1 square equals 1 foot 20 x 20 – 1 square equals 2 feet
 30 x 30 – 1 square equals 3 feet 40 x 40 – 1 square equals 4 feet etc.

Indicate on the grid below the location of the electrical, internet and or phone line placement.

For overhead power drop(s) for signs please indicate location with "O". For under carpet power drop please indicate with "U". Internet location indicate with "I". Phone/fax line location indicate with "P".

Also indicate where main power drop is to be located by printing "MAIN" (where electrical will first come into the booth prior to laying out services under the carpet or flooring). Electrical circuits are not split between locations. If you require electrical in 2 specific areas for example, 2 electrical circuits must be ordered.

Back of Booth – Indicate Adjacent Booth or Aisle Number: _____

Front of Booth – Indicate Adjacent Booth or Aisle Number: _____

Calgary Exhibition and Stampede Power and Lighting Terms and Conditions

1. The Calgary Exhibition and Stampede and/or its agents reserve the right to inspect any and all equipment and materials which an exhibitor may wish to have connected to the Calgary Exhibition and Stampede's power sources and/or may wish to use while in the building.
2. Only an authorized Calgary Exhibition and Stampede tradesperson is permitted to make a connection to any of the Calgary Exhibition and Stampede's electrical or mechanical sources that require a hardwire connection.
3. No electrical/mechanical equipment shall be restarted after failure until a Calgary Exhibition and Stampede tradesperson has found and corrected the cause of the malfunction.
4. All material and equipment supplied by the Calgary Exhibition and Stampede shall remain the property of the Calgary Exhibition and Stampede. The exhibitor shall be held responsible for loss of such materials as are associated with his/her booth, and shall compensate the Calgary Exhibition and Stampede in the event of loss or damage.
5. Customer Account information will not be disclosed to third parties.

SERVICE ORDER REQUEST AND PAYMENT:

6. Order forms must be received by the Calgary Exhibition and Stampede's Event Services Exhibitor Order desk with full payment by the Advance Price deadline date to qualify for the Advance Price; 14 days prior to the first day of move in for your event.
7. The Calgary Exhibition and Stampede 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.
8. Failure to provide all the necessary information requested on our order forms may result in a delay of service installation.
9. Out of country payments may be made by credit card, or bank transfer (there is an additional charge for this service).
10. Orders that do not include payment will be regarded as incomplete and will not be processed. Purchase orders are not considered payment.
11. On site orders **MUST** be paid by valid credit card or cash.
12. 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 Calgary Exhibition and Stampede are in Canadian funds and include installation, service while in use, and removal.

13. REFUNDS/CANCELLATIONS:

- a. If services have already been provided at the time of cancellation, original charges will apply.
 - b. No refunds on unused outlets or lights installed as ordered.
 - c. Refunds will not be considered unless the Exhibitor has notified a Calgary Exhibition and Stampede Event Services representative of any problem with our service or product onsite prior to show close.
 - d. No refund on services that require advance planning i.e. special electrical circuits, transformers, special lighting and non-electrical items.
 - e. 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.
 - f. 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.
14. 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:

15. In-line and peninsula outlets are installed at the back of booth. If you require outlets elsewhere, extension cords will be available at the Calgary Exhibition and Stampede's Event Services 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). All electrical is sourced from overhead or off pillars only, we do not have floor ports.
16. Island booth electrical, internet, phone line will be placed in one main location at our discretion unless a floor plan is provided.
17. All electrical power is turned off approximately 1 hour after show closes and turned on approximately 1 hour prior to show opening. If you require power on a 24-hour basis, please indicate and order this requirement in the space provided on the Electrical Order Form.
18. Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
19. Sharing power from an adjoining booth is not permitted.
20. All electrical connections, installation, motor connections or any electrical operating equipment must conform to all Canadian Standards Association requirements and the Canadian Electrical Code. The use of two wire ungrounded extension cords is prohibited. Extension cords must be 3-wire grounded cords, minimum of #14 gauge wires. 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.
21. 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.
22. Calgary Exhibition and Stampede 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.
23. 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.

ELECTRICAL SAFETY REGULATIONS:

It is a requirement of the Electrical Safety Code that any equipment being displayed, offered for sale or used in any show, 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, contact the Municipal Affairs Alberta website at http://municipalaffairs.alberta.ca/cp_electrical_standata.cfm

MECHANICAL:

24. All mechanical equipment shall have a nameplate attached thereto showing approval by the applicable Provincial Authority.
25. All installations and connections to be made to the Calgary Exhibition and Stampede's sources of natural gas and water and all connections to drains, must be made by an authorized Calgary Exhibition and Stampede tradesperson.
26. Mechanical services are only turned on during Show Hours.
27. 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.
28. All equipment must comply with provincial and local safety codes.
29. 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.
30. Electricity and electrical labour to connect and operate any plumbing apparatus is not included unless otherwise stated.
31. Floor drains are very limited. More information is required by the Calgary Exhibition and Stampede Event Services office to ensure that we can meet your requirements.

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Exhibitor Information	
Event:	
Event Dates:	Booth Number:
Exhibitor Booth Name:	

All prices appear on the individual services order forms in Canadian Funds and are billed out in Canadian Funds (prices subject to change).
 Event Services staff will be verifying all pricing prior to applying against credit card number received in Section 8.
 Orders must be received and paid 14 days prior to first day of Event move in to qualify for Advance pricing.

Quantity Of Units	Audio Visual Equipment	Unit price Daily Rate (events 3 days or less) Advance order rate	Unit price Daily Rate when ordered placed/received After Advance deadline date	Unit Price Weekly Rate (event 4 days or longer) Advance Rate only – after advance deadline on floor daily rate applies	Amount
	32 inch Video Screen TV - with AV stand, (no USB port)	\$256.80	\$333.85	\$898.80	
	42 inch Video Screen TV (does not include tube stand)	\$377.00	\$490.10	\$1319.50	
	46 inch Smart Video Screen (does not include tube stand)	\$502.60	\$653.90	\$1759.10	
	50 inch Video Screen TV (does not include tube stand)	\$546.40	\$710.35	\$1912.40	
	60 inch Video Screen TV (does not include tube stand)	\$628.30	\$816.80	\$2199.05	
	65 inch Touch Screen – limited quantities (does not include tube stand)	\$824.00	\$1071.20	\$2884.00	
	80 inch Video Screen TV (Custom stand is required at additional cost)	\$824.00	\$1071.20	\$2884.00	
	Tube Stand for Video Screens – With Event Services Video Screen Rental only	\$136.65	\$177.65	\$478.30	
	LCD Projector – 3500 Lumen (includes stand)	\$273.25	\$355.25	\$956.40	
	LCD Projector – 5500 Lumen (includes stand)	\$382.45	\$497.20	\$1338.60	
	AV/Projector Stands	\$27.35	\$35.55	\$95.75	
	Draw Drum – Table Top model	\$31.85	\$41.45	\$111.50	
	8 Foot Projector Screen	\$43.75	\$56.90	\$153.15	
	12 Foot Projector Screen	\$109.30	\$142.10	\$382.55	
	Laptop (limited Quantities)	\$163.95	\$213.15	\$573.85	
	Cellular Charging Stations - 2 available only, Includes Sponsorship Screen	\$250.00	\$250.00	\$875.00	

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Quantity Units	Audio Visual Equipment	<u>Unit price Daily Rate</u> (events 3 days or less) Advance order rate	<u>Unit price Daily Rate</u> when ordered placed/received After Advance deadline date	<u>Unit Price Weekly Rate</u> (event 4 days or longer) Advance Rate only – after advance deadline on floor daily rate applies	Amount
	Sound System 1 – includes 2 – 10 inch speakers and 1 wired microphone, mixer not included	\$121.85	\$158.45	\$426.50	
	Sound System 2 – includes 2 - 12 inch speakers, 1 wired microphone and 1 – 4 channel mixer.	\$197.30	\$256.50	\$690.55	
	Sound System 3 – includes 4 – 12 inch speakers, 1 wired microphone and 1 – 4 channel mixer.	\$313.10	\$407.05	\$1095.85	
	Sound System 4 – includes 4 – 15 inch speakers, 2 powered subs and 1 – 12 channel mixer.	\$753.70	\$979.85	\$2637.95	
	4 channel mixer	\$43.75	\$56.90	\$153.15	
	6 channel mixer	\$65.60	\$85.30	\$229.60	
	8 channel mixer	\$87.40	\$113.65	\$305.90	
	12 channel mixer	\$109.30	\$142.10	\$382.55	
	Microphone (wired) with stand	\$43.75	\$56.90	\$153.15	
	Wireless Lapel Microphone – sound system may be required	\$125.70	\$163.45	\$439.95	
	Wireless Handheld Microphone – sound system may be required	\$125.70	\$163.45	\$439.95	
	Custom Audio Visual Requirements – By quote only, contact Event Services with your details	By Quote only	By Quote only	By Quote only	
	Labour for Custom Installations	From \$65.00/hr	N/A	N/A	

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Important Information regarding Audio Visual Equipment and Services.

- Minimum rental period is one day.
- includes set up, delivery and pickup of our rental equipment. If connection to third party equipment is required, labour fees will apply Minimum 1 hour (limited availability)
- Electrical is provided to Audio Visual equipment that requires electrical when the value is \$100.00 per day and over at no additional cost. AV Equipment under that value will require electrical to be ordered and purchased separately.
- Exhibitor is responsible for equipment at all times when it is under the contract to the exhibitor and is liable for the full replacement value of the equipment, notwithstanding the fact that Calgary Stampede Event Services personnel may be on-site with the equipment. The exhibitor is hereby advised of their responsibility to safeguard the equipment at all times, to ensure the security of the equipment when unattended by the exhibitor and to ensure pickup of the equipment by Calgary Stampede Event Services personnel when use is completed.
- All exhibitor orders are subject to the Calgary Stampede Event Services standard terms and conditions.
- The Calgary Exhibition & Stampede Limited ("CE&S") 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 CE&S for any loss of or damage to all equipment or materials loaned or rented to Customer by CE&S regardless of how caused.
- Orders must be received and paid 14 days prior to first day of Event move in to qualify for Advance pricing. Orders received after the advance deadline are subject to On Floor/After Deadline pricing and the balance owing will be charged to the credit card provided. A \$15.00 charge will be added to N.S.F. Cheques.
- All electrical power is turned off approximately 1 hour after show closes and turned on approximately 1 hour prior to show opening. If you require power on a 24-hour basis, please ensure you have ordered 24 hour electrical service – see electrical order form.
- Wall, column and permanent building electrical receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
- All electrical connections, installation, motor connections or any electrical operating equipment must conform to all Canadian Standards Association (CSA) requirements and the Canadian Electrical Code or UL requirements.
- The Calgary Exhibition and Stampede 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.
- Borrowing power from an adjoining booth is Not permitted.
- Sharing your neighbours' power may result in no electrical services for either booth.
- Electrical circuits are not split between locations. If you require electrical in 2 specific areas for example, 2 electrical circuits must be ordered.
- Due to temporary conditions which exist during setup and move in, installation of services is not guarantee upon exhibitor arrival. We will endeavor your services as early as possible, but all services are not guaranteed until the start of the event. Audio Visual Equipment is not delivered to the booth until someone is present in the booth to receive it. Please advise the Event Services Exhibitor Order Desk when someone is available at the booth.
- pricing does not include applicable GST

Section 2 - Sub Total pages 1 and 2 **\$**

Total this section – Audio Visual Equipment
(Please transfer this amount to Exhibitor Order Payment and Total Page – Section 8) **\$**

Signature: _____

Date: _____

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2018 - *Banner and Sign Hanging - Exhibitor Order Form



Calgary Stampede Event Services

Box 1060, Station M Calgary Alberta T2P 2K8 Phone: 403-261-0377

Fax 403-261-0144 Email: eventservices@calgarystampede.com

Online order at <http://exhibitor.calgarystampede.com>

Exhibitor Information	
Event:	
Event Dates:	Booth Number:
Exhibitor Booth Name:	
Contact Name:	Contact Phone No:

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Event Services staff will be verifying all pricing prior to applying against credit card number received in Section 8. Orders must be received and paid 14 days prior to first day of Event move in to qualify for Advance pricing.

Instructions

*denotes services provided exclusively by the Calgary Exhibition and Stampede

~ Banners and Signs that are to be hung off the building structure must be performed by authorized Calgary Exhibition and Stampede staff.

~ All banners and signs must conform and comply with Show Management rules and regulations and facility limitations. Please check your Exhibitor’s Manual for any show restrictions and obtain necessary approvals from Show Management PRIOR to requesting a quotation from the Calgary Exhibition and Stampede Event Services.

~ To receive a quotation for multi-sided/Halo or Circular signs please complete the quote request form following this section and fax to: 403-261-0144 or email to eventservices@calgarystampede.com

~ Once quotation available, Event Services will advise exhibitor. Quotations are depended on information received from exhibitor and availability of approved floor plans for your event.

~ Copy of the Quote must be attached to this order.

~ pricing does not include applicable GST

~ Manlift services (restrictions apply) Please email eventservices@calgarystampede.com with your requirements.

~ Due to Temporary conditions which exist during setup and move in, installation of services is not guaranteed upon exhibitor arrival. We will endeavor your services as early as possible, but all services are not guaranteed until the start of the event.

****Important Notices ****

Banners/Décor:

- (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 Calgary Stampede Event 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 Rests of Flame-Resistant Fabrics and Films”.
- (2) Booths that include tents, canopies and/or other structures inside a building shall not be constructed with any roof, ceiling or other obstruction greater than 27.9m2 (300 sq 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 <http://www.calgary.ca/CSPS/Fire/Documents/CFD-Indoor-Special-Event-Requirements-12-09-11.pdf>

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Quantity Units	*Banner Hanging – not applicable for multi-sided, halo or circular signs – see Banner/Sign quote request form	Unit Price for Event Advance Order	Unit price For Event when ordered placed/received After Advance deadline date	Amount
	Up to an 8 foot banner – not to exceed 48 sqft (does not include multi sided, halo, circular, triangular or moss signs – see below).	\$114.00	\$148.20	
	Between 8 - 20 foot banner – not to exceed 100 sqft – (does not include multi sided, halo, circular, triangular or moss signs – see below).	\$139.00	\$180.70	
	Over 20 Foot banner – requires quote request submission – see attached form Section 3A	Quote Only	Quote Only	
	Outdoor banner – requires quote request submission – see attached form Section 3A	Quote Only	Quote Only	
	Multi-Side/Halo/Circular Signs – requires quote request submission – see attached form Section 3A	Quote Only	Quote Only	
	Custom Sign Hanging – requires quote request submission – see attached form – see attached form Section 3A	Quote Only	Quote Only	

Prior to filling in below please answer:

- Have you requested a quote **YES** **NO** (Please Circle)

If yes please continue to next question, If no, please see form "Banner and Sign Quote Request Form Section 3A).

- Have you received a quote back? **YES** **NO** (Please Circle)

If yes please enter Quote received below under Quote Range Column. If no, your quote will be provided as soon as possible so that you can complete the order process.

- Fire Retardant Certificate attached **YES** **NO** (Please Circle)

Copy of the Fire Code Certificate of Compliance must be provided with exhibitor order.

This Certificate must be provided for each order for each event before we are able to hang the banner and or sign.

Quantity Units	*Sign Hanging – Multi-sided/Halo/Circular	Quote	Actual Price to be completed by Event Services

Section 3 - Sub Total pages 1 and 2 \$

Total this section – Banner and Sign Hanging
(Please transfer this amount to Exhibitor Order Payment and Total Page – Section 8) \$

Signature: _____

Date: _____

**Incomplete or lack of forms may result in delay of services.
This exhibitor order form package may not be altered.**



2018 - *Banner and Sign Hanging - Exhibitor Quote Request
Calgary Stampede Event Services

Box 1060, Station M Calgary Alberta T2P 2K8 Phone: 403-261-0377

Fax 403-261-0144 Email: eventservices@calgarystampede.com

Advance pricing Deadline and Quote request submission deadline is 14 days prior to the 1st day of your event move in

All prices appear on the individual services order forms in Canadian Funds And are billed out in Canadian Funds (prices subject to change)

Orders must be received and paid 14 days prior to first day of Event move in to qualify for Advance pricing.

Exhibitor Information	
Event:	
Booth Number:	Booth Size:
Exhibitor Booth Name:	
Contact Name:	Contact Phone No:
Contact email:	

Sign description, size and weight

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Incomplete information may result in us not being able to provide a quote.

Quotes are available after we have received a floor plan for your event, this is required in order to check the hanging points above your booth space.

Type of banner or sign

Vinyl Banner _____ Cloth Banner _____ Coroplast _____

Metal or Wood _____ Other _____

Shape:

Square _____ Triangle _____ Rectangle _____ Other _____

Size:

Height _____ Length _____ Width _____

Weight of Sign: _____

Does your sign require electricity? YES NO (Please circle)

Electrical signs must be in working order and in accordance with CSA standards. Electrical service requirements must be ordered in advance on the Electrical Exhibitor Order Form Section 1.

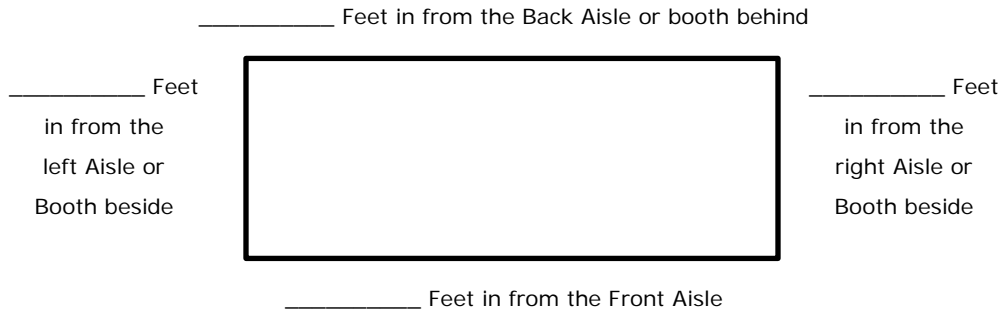
Height from Floor to bottom of banner/sign: _____

A Picture or schematic of the sign is required in order to provide a quote.

Use diagram below to represent your booth space. Indicate how far in each 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.

Incomplete or lack of forms may result in delay of services.
This exhibitor order form package may not be altered.



Fax or email the 2 pages of the completed Banner / Sign quote request to

Fax: 403-261-0144 or email: eventservices@calgarystampede.com

After you have received your quote back, please send in the Banner/Sign hanging order form.

The actual price cannot in some cases be determined until the work is complete due to labour and material that may be required, as well as the location of the booth in relationship to rigging and hanging points in the venue.

****Important Notices ****

Banners/Décor:

(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 Calgary Stampede Event 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 Rests of Flame-Resistant Fabrics and Films".

(2) Booths that include tents, canopies and/or other structures inside a building shall not be constructed with any roof, ceiling or other obstruction greater than 27.9m2 (300 sq 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

<http://www.calgary.ca/CSPS/Fire/Documents/CFD-Indoor-Special-Event-Requirements-12-09-11.pdf>

Copy of the Fire Code Certificate of Compliance must be provided with order.

**** To be completed by Calgary Stampede Event Services staff**

Quote request received: _____

Quote sent back to Exhibitor: _____

~ pricing does not include applicable GST

Quote: _____

Quote sent by: _____

Copy of this quote must be attached to the Banner/Sign Hanging Exhibitor Order Form

*denotes services provided exclusively by the Calgary Exhibition and Stampede.

**Incomplete or lack of forms may result in delay of services.
This exhibitor order form package may not be altered.**



2018 - *Internet and Phone line Services - Exhibitor Order Form

Calgary Stampede Event Services

Online order at <http://exhibitor.calgarystampede.com>

Phone: 403-261-0377

Fax: 403-261-0144

Email: eventservices@calgarystampede.com

Exhibitor Information

Event:

Event Dates:

Booth Number:

Exhibitor Booth Name:

All prices appear on the individual services order forms in Canadian Funds and are billed out in Canadian Funds (prices subject to change).

Event Services staff will be verifying all pricing prior to applying against credit card number received in Section 8. Orders must be received and paid 14 days prior to first day of Event move in to qualify for Advance pricing.

Quantity Units	*Enhanced Wired Internet Service – 1 valid static IP Address of DHCP assigned address provided. Service guarantee of 5 down 3 up	<u>Unit price for Event</u> Advance order	<u>Unit price for Event</u> when ordered placed/received After Advance deadline date	Amount
	Enhanced Wired Internet – 1 Event Day Service	\$330.00	\$429.00	
	Enhanced Wired Internet – 2 Event Day Service	\$594.00	\$772.20	
	Enhanced Wired Internet – 3 Event Day Service	\$841.50	\$1093.95	
	Enhanced Wired Internet – 4 -5 Event Day Service	\$990.00	\$1287.00	

Quantity Units	*Standard Wired Internet Service – Basic Browsing – DHCP assigned address, shared service. No speed guarantee	<u>Unit price for Event</u> Advance order	<u>Unit price for Event</u> when ordered placed/received After Advance deadline date	Amount
	Standard Wired Internet – 1 Event Day Service	\$110.00	\$143.00	
	Standard Wired Internet – 2 Event Day Service	\$198.00	\$257.40	
	Standard Wired Internet – 3 Event Day Service	\$280.50	\$364.65	
	Standard Wired Internet – 4-5 Event Day Service	\$330.00	\$429.00	

Quantity Units	*Wireless Internet Service – 1 wireless access code per computer/device. Computers/devices cannot be swapped out, non-transferrable. No speed guarantee. Codes available for pickup only at the Calgary Stampede Event Services Order Desk during Event Move in. During event move in Wireless Internet can be ordered direct from the users device/computer directly and not available to pre-purchase, see Event Services for information sheet.	<u>Unit price for Event</u> Advance order	<u>Unit price for Event</u> when ordered placed/received After Advance deadline date	Amount
	Wireless Internet – 1 Event Day Service	\$75.00	\$97.50	
	Wireless Internet – 2 Event Day Service	\$135.00	\$175.50	
	Wireless Internet – 3 Event Day Service	\$191.25	\$248.65	
	Wireless Internet – 4-5 Event Day Service	\$225.00	\$292.50	

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

This exhibitor order form package may not be altered.

Quantity Units	<u>*Additional IP Address, Switch; Cat5; Custom</u>	<u>Unit price</u> <u>Per Day</u> Advance Order	<u>Unit price</u> <u>Per Day</u> when ordered placed/received After Advance deadline date	Amount
	Additional IP Address (s) - (Enhanced wired line must be ordered first)	\$50.00	\$65.00	
	Switch - (for Enhanced line and additional IP addresses only)	\$75.00	\$97.50	
	CAT5 Cabling	\$.30/foot	\$.40/foot	
	Custom Internet or Networks Provided by quote based on requirements, Provide details of what you require below. (Must be ordered by advance date)	Quote Only	N/A	
	Bulk Internet Basic Browsing with Sponsorship – based on requirements - Provide details below	Quote Only	Quote Only	
	Outdoor Service Surcharge Plus 50% per wired internet line. This will apply to all wired internet placed in tents and parking lot space that is outside of a permanent building.			
	Under carpet Surcharge Plus 50% per wired internet line that is required to be placed under carpet/flooring. Floor plan must be provided by Advance Deadline Rate Date, if not received by this date this service cannot be provided. See Floor Plan Grid page Section 1 page 5.			

Quantity Units	*Phone Services – Electrical not included	<u>Unit price</u> for <u>Event</u> Advance order	<u>Unit price</u> <u>Per Day</u> when ordered placed/received After Advance deadline date	Amount
	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	
	ISDN or other dedicated circuits (require 4 week advance order). - Limited Supply. Will be discontinued in 2019 and no longer available.	\$375.00	\$487.50	
	Long distance for Phone Line (must be requested in advance)	Charged after event	Charged after event	
	Long distance for Fax Line (must be requested in advance)	Charged after event	Charged after event	
	Under carpet Surcharge Plus 50% per phone line that is required to be placed under carpet/flooring. Floor plan must be provided by Advance Deadline Rate Date, if not received by this date this service cannot be provided. See Floor Plan Grid page Section 1 page 5.			

**** Important Internet and phone service terms and conditions.**

* denotes services provided exclusively by the Calgary Exhibition and Stampede.

- ~ Routers are not permitted.
- ~ Electrical is not included in internet pricing.
- ~ Under carpet/Flooring surcharge Plus 50% per unit.
- ~ Outdoor Wired Internet surcharge Plus 35% per unit.
- ~ The Calgary Exhibition and Stampede reserves the right to reduce/disconnect services to computer/device that has been detected to have viruses.
- ~ The Calgary Exhibition and Stampede reserves the right to reduce/disconnect services that conflict with the internet system.
- ~ Credit will not be given for service installed and not used.
- ~ The customer will be fully responsible for the safekeeping of any equipment during the show.
- ~ The Calgary Exhibition & Stampede Limited ("CE&S") 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 CE&S for any loss of or damage to all equipment or materials loaned or rented to Customer by CE&S regardless of how caused.
- ~ Orders must be received and paid 14 days prior to first day of Event move in to qualify for Advance pricing. Orders received after the advance deadline are subject to On Floor/After Deadline pricing and the balance owing will be charged to the credit card provided. A \$15.00 charge will be added to N.S.F. Cheques.
- ~ Internet access is not included with phone services.
- ~ Long distance charges will appear on your credit card following the event. Credit Card number is required for Long Distance requests.
- ~ pricing does not include applicable GST
- ~ **Due to temporary conditions which exist during setup and move in, installation of services is not guaranteed upon exhibitor arrival. We will endeavor your services as early as possible, but all services are not guaranteed until the start of the event.**

~Customer shall not and 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 rightholder; or
- (f) abuse or fraudulently use the Internet in any way not specifically set forth above.

~ **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 Calgary Stampede and Exhibition 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 Calgary Exhibition and Stampede 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

**Incomplete or lack of forms may result in delay of services.
This exhibitor order form package may not be altered.**

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 Calgary Exhibition and Stampede 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 the Calgary Exhibition and Stampede or its Internet Service Provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the Calgary Stampede and Exhibition 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 Calgary Exhibition and Stampede 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.
- (f) Without in any manner limiting the express limitations contained in this section, neither the Calgary Exhibition and Stampede 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.

The Calgary Exhibition and Stampede recommends that clients have administrative rights to all devices that will be connected to the Calgary Exhibition and Stampede Visitors network.

I agree to the terms and conditions as outlined above.

Exhibitor Initial _____ Date: _____

Section 4 - Sub Total pages 1 and 2

\$

Total this section – Internet and Phone Line

(Please transfer this amount to Exhibitor Order Form Payment and Total Page – Section 8) \$

Signature: _____

Date: _____

**Incomplete or lack of forms may result in delay of services.
This exhibitor order form package may not be altered.**



2018 - *Plumbing Services - Exhibitor Order Form

Calgary Stampede Event Services

Box 1060, Station M Calgary Alberta T2P 2K8 Phone: 403-261-0377

Fax 403-261-0144 Email: eventservices@calgarystampede.com

Online order at <http://exhibitor.calgarystampede>

Exhibitor Information	
Event:	
Event Dates:	Booth Number:
Exhibitor Booth Name:	
Contact Name:	Contact Phone No:

All prices appear on the individual services order forms in Canadian Funds and are billed out in Canadian Funds (prices subject to change).

Event Services staff will be verifying all pricing prior to applying against credit card number received in Section 8. Orders must be received and paid 14 days prior to first day of Event move in to qualify for Advance pricing.

Quantity Units	*Plumbing Services	Unit price for Event Advance order	Unit price Per Day when ordered placed/received After Advance deadline date	Amount
	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 same Booth – any orders received less than 72 hours prior to event move in will not be accommodated due to permit application restrictions. – indoor permanent buildings	\$150.00	\$195.00	
	Cold Water Service – indoor permanent buildings (first connection)	\$206.00	\$267.80	
	Additional Cold Water Service same Booth – indoor permanent buildings	\$71.00	\$92.30	
	Cold water fill and drain – up to 300 gallons – indoor permanent buildings	\$236.15	\$307.00	
	Cold water fill and drain – over 300 gallons less than 1000 gallons – indoor permanent buildings	\$312.10	\$405.75	
	Cold Water Fill and Drain – over 1000 gallons Please provide amount below – indoor permanent buildings	Quote Only	Quote Only	
	Triple Sink with water Heater (drain may not be available) – indoor permanent buildings. Supplies provided – soap and hand towels	\$400.00	\$520.00	
	Holding Tank (not for potable water – drainage only). Exhibitor is responsible for emptying in wash bay.	\$36.05	\$46.90	
	Outdoor Water Services – Not available in all locations, please contact Event Services for more details	Quote Only	Quote Only	

Incomplete or lack of forms may result in delay of services. This exhibitor order form package may not be altered.

**** Important Information regarding Plumbing Services.**

- ~ * denotes services provided exclusively by the Calgary Exhibition and Stampede.
- ~ 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. Floor plan grid is attached.
- ~ Due to permit restrictions any Natural Gas orders received less than 72 hours prior to the event move may not be accommodated.
- ~ Gas, water and floor drains are not available in all locations. Booth number is required so that we can compare this against your show's approved floor plan for booth location and availability of these services.
- ~ Outdoor Services – Limitations on availability. Booth number is required so that we can compare this against your show's approved floor plan for booth location and availability of these services. Additional charges are applicable.
- ~ The customer will be fully responsible for the safekeeping of any equipment during the show.
- ~ The Calgary Exhibition & Stampede Limited ("CE&S") 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 CE&S for any loss of or damage to all equipment or materials loaned or rented to Customer by CE&S regardless of how caused.
- ~ Orders must be received and paid 14 days prior to first day of Event move in to qualify for Advance pricing. Orders received after the advance deadline are subject to On Floor/After Deadline pricing and the balance owing will be charged to the credit card provided. A \$15.00 charge will be added to N.S.F. Cheques.
- ~ Due to temporary conditions which exist during setup and move in, installation of services is not guaranteed upon exhibitor arrival. We will endeavor your services as early as possible, but all services are not guaranteed until the start of the event.
- ~ Propane Gas is not available through Calgary Stampede Event Services.
- ~ Compressed Air is not available through Calgary Stampede Event Services.
- ~ pricing does not include applicable GST

Section 5 - Sub Total page 1 \$

Total this section – Plumbing Services
(Please transfer this amount to Exhibitor Order Form Payment and Totals Page – Section 8) \$

Signature: _____

Date: _____

**Incomplete or lack of forms may result in delay of services.
This exhibitor order form package may not be altered.**



Natural Gas location floor plan

Send along with your order form to Event Services Fax: 403.261.0144 or Email: eventservices@calgariystampede.com

Event: _____ Booth Number: _____

Exhibitor Booth Name: _____

Phone Number: _____

Authorized Contact Name (please print) Signature Date

Event Services must receive this booth layout form along with your completed exhibitor order form to ensure proper placement of services in your booth. The deadline to receive this booth layout form along with your exhibitor order form is 14 days prior to the event move in.

- Use bold lines to indicate the outline of your booth
Circle the correct booth type below and fill in the proper orientation around your booth next to the grid. Inline Booth Peninsula Booth Island Booth
Indicate the dimensions of your booth
10 x 10 - 1 square equals 1 foot 20 x 20 - 1 square equals 2 feet
30 x 30 - 1 square equals 3 feet 40 x 40 - 1 square equals 4 feet etc.

On the grid below indicate the location of the natural gas appliance and the BTU's beside each appliance that you have ordered natural gas service for. This is a requirement for permit application.

Back of Booth - Indicate Adjacent Booth or Aisle Number: _____

10x10 grid for booth layout

Front of Booth - Indicate Adjacent Booth or Aisle Number: _____

All orders are governed by the Calgary Stampede Event Services Payment Policy and Terms of Conditions as specified on order forms or website.

BTU's of Appliances _____

Incomplete or lack of forms may result in delay of services. This exhibitor order form package may not be altered.

2018 EXHIBITOR PARKING INFORMATION

Order Online at <http://exhibitor.calgarystampede.com>

Look for the month your event is being held in and the select your event

And follow the onscreen instructions

**Deadline is 14 days prior to the 1st day of the event move in and is subject to availability,
Exhibitor parking may sell out sooner**

After that deadline parking permits will no longer be available to purchase in advance, a limited amount of daily permits may be available at the parking gate upon arrival on a first come first served basis (subject to availability).

On site permits where available may be purchased by credit card, cash or cheque.

Benefits of pre-purchasing parking permits

- The discounted rate is **\$13.33** per day, per permit plus GST.
- Parking passes will be available for pickup from a designated location.
- Order and pay for all services with one easy step.

Additional important information regarding pre-ordered Exhibitor parking permit(s) follows:

1. Orders **must be received by Event Services 14 days prior to the first move-in date.**
We are unable to process parking orders received after this deadline.
2. Parking rates apply to move-in, event and move-out days of your event.
3. Permits **must** be ordered for a minimum of two days.
4. Permits will be issued from the Exhibitor’s Entrance (during the specified move-in dates and times).
Refer to your Exhibitor’s Information from your show manager for the move in schedule.
5. Permits are **not** mailed out.
6. Complete the attached Event Service Exhibitor Parking order form, see Sample below.
7. Refunds are **not** available after processing.
8. Permits will be issued by Company name unless otherwise stated.
9. Confirmation of parking permits and location for pickup will be sent via email or fax from the Parking Office, please ensure that this information is legible on your order form.

Samples:

QUANTITY Units	Parking Permits	UNIT PRICE (does not include applicable GST) Advance Order Only	AMOUNT
1	1 day Exhibitor Parking Permit	\$13.33 per permit x 1 quantity	\$13.33
2	2 days Exhibitor Parking Permit	\$26.66 per permit x 2 quantity	\$53.32
1	4 days Exhibitor Parking Permit	\$53.32 per permit x 1 quantity	\$53.32

Parking permits must be presented or purchased at parking gate to allow parking lot access.
Passes not picked up will **not** be refunded. All Sales are Final. GST not included in above price ordering sample.

Rates are subject to change without notice.

**Incomplete or lack of forms may result in delay of services.
This exhibitor order form package may not be altered.**



2018 - Exhibitor Parking Permit Order Form

Calgary Stampede Event Services

Box 1060, Station M Calgary Alberta T2P 2K8 Phone: 403-261-0377

Fax 403-261-0144 Email: eventservices@calgarystampede.com

Online order at <http://exhibitor.calgarystampede>

** Reminder – Parking permits are only available to pre-purchase through Event Services up to 14 days prior to the Event Move in. After this advance deadline parking permits are only available to purchase at the parking gates upon arrival at the regular rate.

Exhibitor Information	
Event:	
Event Dates:	Booth Number:
Company:	
Contact Name:	
Email:	
Phone:	Fax:

All prices appear on the individual services order forms in Canadian Funds and are billed out in Canadian Funds (prices subject to change).

Event Services staff will be verifying all pricing prior to applying against credit card number received in Section 8.

Quantity Units	Parking Permits	Unit price (does not include applicable GST) Advance Order only	Amount
	1 day Exhibitor Parking Permit	\$13.33 per permit	
	2 day Exhibitor Parking Permit	\$26.66 per permit	
	3 day Exhibitor Parking Permit	\$39.99 per permit	
	4 day Exhibitor Parking Permit	\$53.32 per permit	
	5 day Exhibitor Parking Permit	\$66.65 per permit	
	6 day Exhibitor Parking Permit	\$79.98 per permit	
	7 day Exhibitor Parking Permit	\$93.31 per permit	
	8 day Exhibitor Parking Permit	\$106.64 per permit	
	9 day Exhibitor Parking Permit	\$119.97 per permit	
	10 day Exhibitor Parking Permit	\$133.30 per permit	
	11 day Exhibitor Parking Permit	\$146.63 per permit	
	12 day Exhibitor Parking Permit	\$159.96 per permit	

Total this Section – Exhibitor Parking Section 6

After the advance pricing deadline parking permits are no longer available to order through Event Services.

(Please transfer this amount to Exhibitor Order Form Payment and Total Page - Section 8) \$

Signature: _____

Date: _____

Exhibitor Order form sections and Section 8 Payment Totals page information is your official Invoice copy – please keep a copy for your records.

**Incomplete or lack of forms may result in delay of services.
This exhibitor order form package may not be altered.**

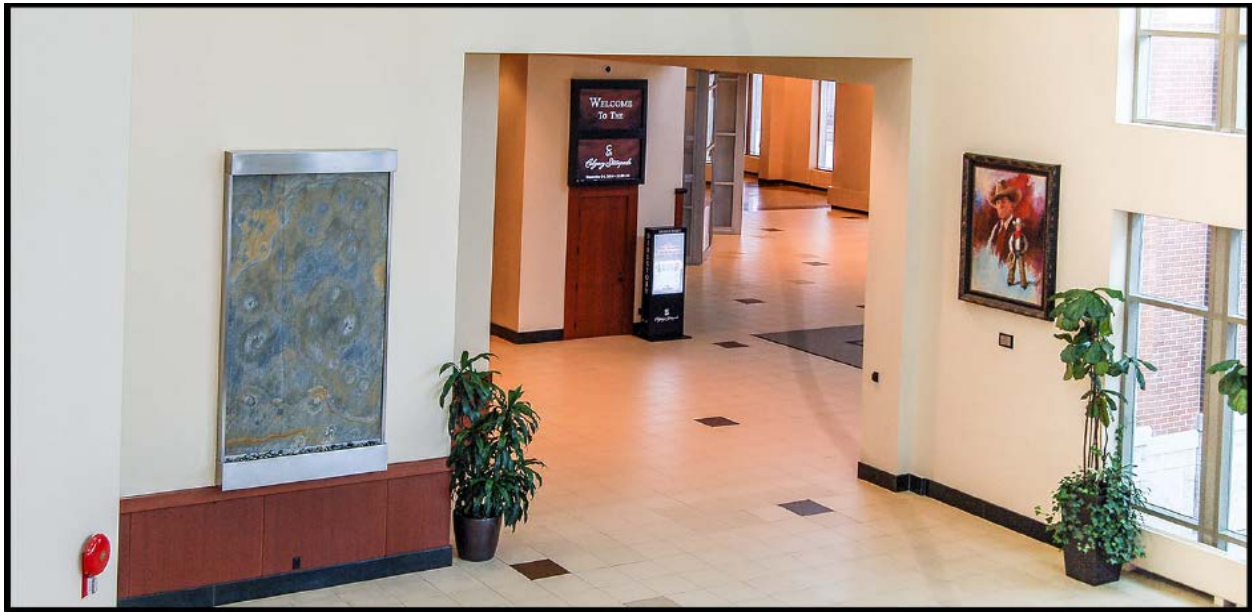


Digital Signage at Calgary Stampede

Calgary Stampede's 'Event Services Department' utilizes digital signage and is available to organizers to provide event information to attendees and exhibitors to showcase and promote their presence and products to attendees.

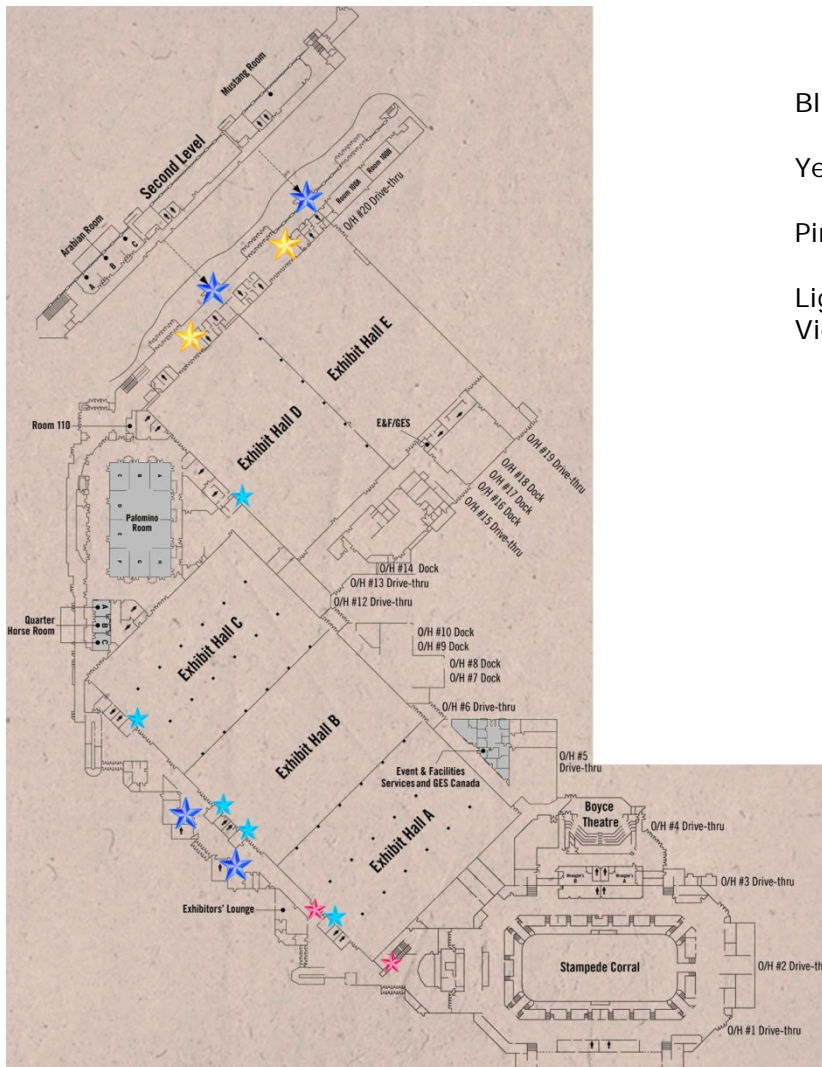
Standard Advertising

- Cost is \$350.00 per screen per ad and will run for the length of your event.
- Advertising is based on a two minute loop and each ad is shown for 10 seconds every 2 minutes. This will give your ad a total of 240 views per event day (Based on an event day being 8 hours)
- There are many wall mounted signs throughout the BMO Centre and Big 4 building that are available in front of each hall to display your logos, ads or whatever you need shown. Each sign is either 42 inches or 65 inches.



Digital Signage at Calgary Stampede

Calgary Stampede's 'Event Services Department' utilizes digital signage and is available to organizers to provide event information to attendees and exhibitors to showcase and promote their presence and products to attendees.



Blue Stars – 42 inch Video Screen

Yellow Stars – 65 inch Video Screen

Pink Stars – Multi Video Screen

Lighter Blue Stars – 42 inch Concessions Video Screens (if Available)

Digital Signage at Calgary Stampede

Calgary Stampede's 'Event Services Department' utilizes digital signage and is available to organizers to provide event information to attendees and exhibitors to showcase and promote their presence and products to attendees.

Digital Signage Locations Big Four Building



Blue Stars – 42 inch Video Screen

Yellow Stars – 65 inch Video Screen

Digital Signage at Calgary Stampede



Calgary Stampede's 'Event Services Department' utilizes digital signage and is available to organizers to provide event information to attendees and exhibitors to showcase and promote their presence and products to attendees.

PORTABLE KIOSK RENTALS

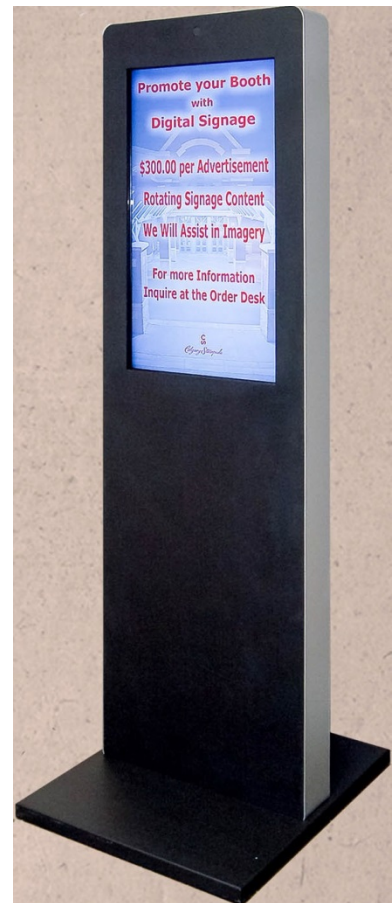
\$350.00 per day or
\$1200.00 per event

- 32" Vertical Screen
- Touch Screen Capable
- Computer Included

Show a slideshow to promote your company

or

We can help with custom programming to create an interactive experience for your attendees.



**FOR MORE INFORMATION AND PRICING CONTACT
EVENT SERVICES 403-261-0377**



2018 - Portable Digital Signage - Exhibitor Order Form

Calgary Stampede Event Services
 Box 1060, Station M Calgary Alberta T2P 2K8 Phone: 403-261-0377
 Fax 403-261-0144 Email: eventservices@calgarystampede.com

Exhibitor Information	
Event:	
Event Dates:	Booth Number:
Company:	
Contact Name:	
Email:	
Phone:	Fax:

All prices appear on the individual services order forms in Canadian Funds and are billed out in Canadian Funds (prices subject to change). All Digital Signage is subject to availability. Event Services staff will be verifying all pricing prior to applying against credit card number received in Section 8.

Number of Signs	Message on Signage – Portable Digital Kiosk (To be positioned within booth space)	Price per Liosk \$350 per day, Week Rate 4 or more event days \$1200.00 for event	Subtotal of Portable Kiosks

Number of Signs	Message on Signage – Permanent Wall Mounted signs Various BMO Centre and Big Four Location (subject to availability)	Price per Sign \$350 per Ad per day,	Subtotal of Signs

Logo Included: Yes: _____ No: _____

~ pricing does not include applicable GST

Total this section – Digital Signage
 (Please transfer this amount to Exhibitor Order Form Payment and Totals page section 8) \$ _____

Signature: _____

Date: _____

Exhibitor Order form sections and Section 8 Payment Totals Page is your official Invoice copy
 – please keep a copy for your records.

**Incomplete or lack of forms may result in delay of services.
 This exhibitor order form package may not be altered.**



2018 - Calgary Stampede Event Services Exhibitor Order Form

Box 1060, Station M Calgary Alberta T2P 2K8 Phone: 403-261-0377

Fax 403-261-0144 Email: eventservices@calgarystampede.com

EXHIBITOR INFORMATION		PAYMENT DETAILS	
EVENT:		Please Circle	
EVENT DATES:		VISA MASTERCARD AMEX	
BOOTH#:		DISCOVER DINERS CLUB	
COMPANY:			
CONTACT NAME:		CREDIT CARD #:	
ADDRESS:		EXPIRY DATE:	CODE:
CITY:			
PROV/STATE:	CODE:	CARDHOLDER NAME	
EMAIL:			
Receipt email:		CARDHOLDER SIGNATURE	
PHONE:		I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD	
FAX:			

PAYMENT INFORMATION

All prices appear on the individual services order forms in Canadian Funds and are billed out in Canadian Funds (prices subject to change). Orders will only be accepted if paid in full, Incomplete orders cannot be processed. Company cheques are accepted by Discount Price deadline date only. Electronic Funds/Wire Transfer Form - Bank fees will be charged for this service.

The Calgary Stampede Event Services staff reserves the right to adjust orders not calculated accurately or received after the Discount Price deadline date, And will be verifying all pricing prior to applying against credit card number received.

Due to temporary conditions which exist during setup and move in, installation of services is not guaranteed upon exhibitor arrival. We will endeavor your services as early as possible, but all services are not guaranteed until the start of the event.

Orders must be received and paid 14 days prior to first day of Event move in to qualify for Advance pricing.

subtotal from Electrical Section 1, pages 2-6	\$
subtotal from Audio Visual Section 2, pages 7-9	\$
subtotal from Banners/Signs Section 3, pages 10-14	\$
subtotal from Internet/Phone Section 4, pages 15-18	\$
subtotal from Plumbing Section 5, pages 19-21	\$
subtotal from Exhibitor Parking Section 6, pages 22-23	\$
subtotal from Digital Signage Section 7, pages 24-29	\$
Subtotal from above	\$
Add 5% GST (GST# R#118823467)	\$
Section 8 – Grand Total	\$

FOR INTERNAL OFFICE USE ONLY: Order Date: _____

Receipts will be emailed to email address provided after charges have been applied.

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

This exhibitor order form package may not be altered.