



Calgary Stampede Event Services
2016 Exhibitor Order Form Package

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

Phone: 403-261-0377

Fax 403-261-0144

Box 1060, Station M Calgary Alberta T2P 2K8
Email: eventservices@calgarystampede.com

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

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

Services we offer:

- Temporary Electrical – **Section 1**
- Audio Visual Equipment – **Section 2**
- Sign and Banner Hanging (as per Show Managements' Rules and Regulations and limitations of venue structure) – **Section 3**
- Internet and Telephone Services – **Section 4**
- Plumbing Services – **Section 5**
- Exhibitor Parking Permits – **Section 6** (more information in this section)
- Digital Signage – **Section 7**
- Totals Page (mandatory in order to process exhibitor order) – **Section 8**

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 your event move in) 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 <http://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.



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Exhibitor Information	
Event:	
Event Dates:	Booth Number:
Company:	
Contact 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.

Quantity	Audio Visual Equipment	Unit price Daily Rate (events 3 days or less) Advance order	Weekly Rate (event 4 days or longer) Advance Rate only	Amount
	22 inch TV/DVD with stand (does not include electrical)	\$79.55	\$278.45	
	26 inch LCD TV with stand	\$159.15	\$557.00	
	32 inch LCD TV with stand	\$249.30	\$872.55	
	42 inch Flat Screen TV (does not include tube stand)	\$366.00	\$1281.00	
	42 inch Monitor (does not include tube stand)	\$424.35	\$1485.20	
	46 inch Smart Flat Screen (does not include tube stand)	\$487.95	\$1707.85	
	50 inch LCD TV (Does not include tube stand)	\$530.45	\$1856.60	
	60 inch LCD TV (does not include tube stand)	\$610.00	\$2135.00	
	Tube Stand for Flat Screen, Plasma TV's With Event Services TV Rental	\$132.65	\$464.10	
	DVD BluRay Player (does not include electrical)	\$63.65	\$222.80	
	DVD PAL (does not include electrical)	\$63.65	\$222.80	
	LCD Projector – 3500 Lumen (includes stand)	\$265.25	\$928.40	
	LCD Projector – 5500 Lumen (includes stand)	\$371.30	\$1299.55	
	AV/Projector Stands	\$26.55	\$92.95	
	Flip Chart with paper and markers	\$31.85	N/A	
	Draw Drum – Table Top model	\$31.85	N/A	

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Quantity	Audio Visual Equipment	Unit price Daily Rate Advance order	Weekly Rate (event 4 days or longer) Advance Rate only	Amount
	Poster Easel	\$15.90	N/A	
	Whiteboard	\$26.55	N/A	
	Sound System 1 – includes 2 – 10 inch speakers and 1 wired microphone, mixer not included	\$118.30	\$414.05	
	Sound System 2 – includes 2 - 12 inch speakers, 1 wired microphone and 1 – 4 channel mixer.	\$191.55	\$670.45	
	Sound System 3 – includes 4 – 12 inch speakers, 1 wired microphone and 1 – 4 channel mixer.	\$303.95	\$1063.85	
	Sound System 4 – includes 4 – 15 inch speakers, 2 powered subs and 1 – 12 channel mixer.	\$731.75	\$2561.15	
	4 channel mixer	\$42.45	\$148.60	
	6 channel mixer	\$63.65	\$222.80	
	8 channel mixer	\$84.85	\$297.00	
	12 channel mixer	\$106.10	\$371.35	
	3 foot projector screen	\$37.15	\$130.05	
	8 foot projector screen	\$42.45	\$148.60	
	12 foot projector screen	\$106.10	\$371.35	
	Microphone with stand	\$42.45	\$148.60	
	Wireless Lapel Microphone – sound system may be required	\$122.00	\$427.00	
	Wireless Handheld Microphone – sound system may be required	\$122.00	\$427.00	
	Custom Audio Visual Requirements – By quote only, contact Event Services with your details	By Quote only	By Quote only	
	Labour for Custom Installations	From \$60.00/hr	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.
- 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. Audio Visual Equipment is not delivered to the booth until someone is present in the booth to receive it. Please contact the Event Services Exhibitor Order Desk when a representative from your company is present at the 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	\$
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Add 30% surcharge for orders placed/received after 14 days in advance of first move in day deadline.	\$
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Total this section – Audio Visual Equipment (Please transfer this amount to Exhibitor Order Payment and 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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