

Compulsory Exhibitor Forms

As an exhibitor of The Convenience U CARWACS Show in Calgary, it is compulsory to complete **Sections A - F** below.

Please fill out the online form, fax or email this completed document to Stagnito Business Information by **August 22, 2016**.

Online: Fill it out [HERE](#)

Email: hhubbs@stagnitomail.ca

Fax: 888.889.9522

SECTION A: Company Information

Exhibiting Company Name: _____

Address: _____ City: _____

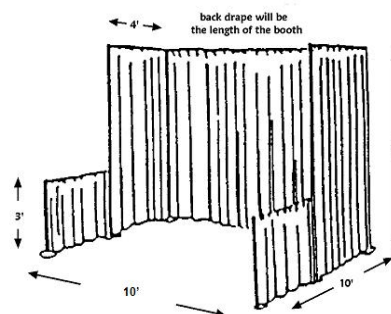
Province: _____ Postal/ZIP Code: _____

Date: _____ Booth#(s): _____

SECTION B: Drape Request Form

Upon request, each booth space will be supplied with complimentary **BLACK** drapery.

- Yes, I would like to receive basic drapery for my booth space
- No, I do not require drapery for my booth space as my display will cover this area.





SECTION C: Health & Safety Acknowledgement

In accordance with the Occupational Health and Safety Act (OHS Act) under the jurisdiction of Alberta, The Convenience U CARWACS Show requires that all reasonable steps and precautions be taken to protect the health and ensure the safety of all persons involved in the production of its shows. Preventing injury is a key objective; accordingly, every possible measure is taken to provide a safe, healthy work environment.

To succeed, these safety initiatives require that every Exhibitor assume responsibility for helping meet this objective. In order to fully understand your responsibilities while at the show, all Exhibitors must carefully read the applicable sections of the Occupational Health and Safety Act. For more information, visit <http://employment.alberta.ca/SFW/295.html>. In addition, be sure to read the **HEALTH AND SAFETY BEST PRACTICE GUIDELINES FOR THE EXPOSITION INDUSTRY IN CANADA** document contained in this manual.

By completing **Section F** below, you acknowledge that you have read & understand your Health & Safety responsibilities as outlined in the OHS Act.

SECTION D: Exhibitor Insurance Waiver

Exhibitors must provide proof of current and in force **COMMERCIAL GENERAL LIABILITY INSURANCE** COVERAGE prior to participation in The Convenience U CARWACS Show.

Please indicate whether you have **COMMERCIAL GENERAL LIABILITY INSURANCE** or require coverage for the event.

Please check one option below:

- YES**, we declare that there is **COMMERCIAL GENERAL LIABILITY INSURANCE** in force, with a limit of \$2,000,000.00 (minimum) that recognizes and will respond on my/our behalf for all activities at the show.

INSURANCE COMPANY (NOT BROKER): _____

POLICY NO.: _____

LIMIT OF COVERAGE: _____

EXPIRY DATE OF POLICY: _____

- NO**, we currently do not have coverage and will require **COMMERCIAL GENERAL LIABILITY INSURANCE** for the show. Coverage will be obtained and information provided to **THE CONVENIENCE U CARWACS SHOW**.

SECTION E: Fire Safety Checklist

Please review the Fire Safety Regulations for exhibitors (provided in this manual) to ensure that your exhibit meets the requirements. In some instances, aspects of your Exhibit **MUST BE APPROVED** by Show Management, The Calgary Stampede and the local Fire Department.

	Exhibit Analysis	YES	NO
1.	Exhibit configuration requires approval		
2.	Exhibit configuration is 1000 sq. ft or more		
3.	Exhibit has a roof or canopy		
4.	Exhibit contains fabric panels on sides, top or across/above the booth		
5.	Exhibit has a mezzanine or second story		
6.	Exhibit contains a raised platform		
7.	Exhibit contains a raised platform with an area of 400 sq. ft or more		
8.	Exhibit exceeds 8 ft in height		
9.	Exhibit material exceeds 10,000 lbs gross weight		
10.	Exhibit material exceeds 300 lbs per sq. ft		
11.	Exhibit contains prohibited material		
12.	Materials/processes/equipment require special permit		
13.	Exhibit has suspended signs/banners/lights		
14.	Exhibit presents an obstruction		
15.	Exhibit contains a motorized vehicle/combustion engine		
16.	Exhibit contains liquid fuels/natural gas/propane		
17.	Exhibit contains cooking appliances or other equipment		
18.	Exhibit contains hazardous materials which do not comply with government regulations on material handling in the work place		
<ul style="list-style-type: none"> • IF ANY QUESTIONS FROM 1-7 ARE ANSWERED YES, YOU MUST SUBMIT SPECIFIC FLOOR PLANS. • IF ANY QUESTIONS FROM 8-18 ARE ANSWERED YES, YOU MUST ALSO SUBMIT SPECIFIC DETAILS. 			
<u>DETAILS:</u>			
<p>** NOTE ** Two storey booths, single-level roofed booths and booths with mezzanines are not allowed at The BMO Centre without approval from Show Management and the Fire Marshall.</p>			



SECTION F: Logistical Contact

Onsite Contact Name: _____

Title: _____

Tel: _____ Email: _____

Signature: _____ Date: _____

By signing above (or typing your full name in CAPITAL LETTERS when submitting the form electronically), you hereby acknowledge that you have carefully read and completed **Sections A-F** and all information provided is complete and accurate.

Three easy ways to submit these forms:

Submit via email to

1. hhubbs@stagnitomail.ca

OR

2. **Print and fax to 888.889.9522**

OR

3. **Fill them out online [HERE](#)**