



**Calgary Stampede Event Services**  
**2016 Exhibitor Order Form Package**

**Advance Pricing deadline is 14 days prior to the 1<sup>st</sup> 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](mailto: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.**



2016 Calgary Stampede Event Services Exhibitor Order - Payment Totals Page

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Fax 403-261-0144 Email: [eventservices@calgarystampede.com](mailto: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**

**This is your official receipt/invoice.** Orders will only be accepted if paid in full. Incomplete orders cannot be processed and will delay installation of services. Company Cheques Will Only be accepted by Discount Price deadline date. The CALGARY STAMPEDE EVENT SERVICES reserves the right to adjust orders not calculated accurately or received after the Discount Price deadline date. Bank Transfers please request the Electronic Funds/Wire Transfer Form. Bank fees will be charged for this service.

**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.**

**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.**

subtotal from Electrical order form (Section 1)	\$
subtotal from Audio Visual order form (Section 2)	\$
subtotal from Banners/Signs order form (Section 3)	\$
subtotal from Internet/Phone order form (Section 4)	\$
subtotal from Plumbing order form (Section 5)	\$
subtotal from Exhibitor Parking order form (Section 6)	\$
subtotal from Digital Signage order form (Section 7)	\$
<b>SubTotal From ALL Above Sections</b>	\$
<b>Add 5% GST (GST# R#118823467)</b>	\$
<b>Section 8 – Grand Total</b>	\$

FOR INTERNAL OFFICE USE ONLY: Order Date: \_\_\_\_\_

Electrical	30601-57509	Plumbing	30601-57511
Communications	30601-57512	Telephone	30601-57510
Other	30601-57515	Parking	30800-56501
Internet	30601-56202		

**Exhibitor Order form Sections and Payment Totals - Section 8 – are your official Invoice copy – please keep a copy for your records. Incomplete or lack of forms may result in delay of services.**