

# EXHIBITOR MANUAL



The BMO Centre  
at Stampede Park  
(Hall D)

20 Roundup Way SE  
Calgary, AB  
T2G 2W1

WHERE  
BUSINESS  
HAPPENS!



# CONVENIENCE GAS WASHER



CALGARY **OCTOBER**  
3-4, 2017



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## Welcome

Dear Exhibitor,

Thank you for choosing to exhibit at this year's **Convenience U CARWACS Show**. Enclosed is your Exhibitor Manual. This package contains all of the necessary information that you will need to successfully prepare for the show and install your exhibit.

Please read the following information carefully as it will save you time, money and unnecessary stress at the show.

Please reference the [Suppliers Forms List](#) that we have prepared for your convenience. This checklist contains a complete list of services and supplies that you may need for your exhibit. Please review this list and ensure that you have completed and returned all of the necessary forms before the suggested deadlines.

Should you have any questions or concerns pertaining to the content of this guide, please contact Steve Beamish, Operations Coordinator.

## Key Contacts

**Show Management** - EnsembleIQ  
2300 Yonge St. Suite 1510  
Toronto, ON M4P 1E4  
Tel: 416.256.9908/ 877.687.7321  
Fax: 888.889.9522

**Senior Operations Coordinator**  
Helen Hubbs  
647.557.5079  
877.687.7321 ext. 1013  
Email: [hhubbs@ensembleiq.com](mailto:hhubbs@ensembleiq.com)

**Operations Coordinator**  
Steve Beamish  
647.946.9218  
877.687.7321 ext. 1024  
Email: [sbeamish@ensembleiq.com](mailto:sbeamish@ensembleiq.com)

**Marketing Manager**  
Alexandra Voulu  
647.5581340  
877.687.7321 ext. 1012  
Email: [avoulu@ensembleiq.com](mailto:avoulu@ensembleiq.com)

**Events Coordinator**  
Myriam Bentoumi  
647.557.5076 | 877.687.7321 x 1015  
Email: [mbentoumi@ensembleiq.com](mailto:mbentoumi@ensembleiq.com)

**Vice President/General Manager**  
Michael Cronin  
647.557.5094  
877.687.7321 ext.1001  
Email: [mcronin@ensembleiq.com](mailto:mcronin@ensembleiq.com)

**Exhibit Sales, Carwash & Petroleum**  
Elijah Hoffman  
647.558.0103  
877.687.7321 ext. 1009  
Email: [ehoffman@ensembleiq.com](mailto:ehoffman@ensembleiq.com)

**Exhibit Sales, Convenience**  
Lynn Cronin  
647.557.8811  
877.687.7321 ext. 1002  
Email: [lcronin@ensembleiq.com](mailto:lcronin@ensembleiq.com)

**Sponsor Sales**  
David Wood  
647.557.5073  
877.687.7321 ext 1018  
Email: [dwood@ensembleiq.com](mailto:dwood@ensembleiq.com)

**Marketing/Education Manager**  
Barry Fitzgerald  
Tel: 416.256.9908 ext. 1011  
Email: [bfitzgerald@ensembleiq.com](mailto:bfitzgerald@ensembleiq.com)



# Show Location and Schedule

## SHOW LOCATION

**The BMO Centre at Stampede Park (Hall D)**  
20 Roundup Way SE  
Calgary, AB T2G 2W1

## MOVE-IN/MOVE-OUT INFORMATION & SCHEDULE

In order to minimize congestion and waiting times, a specific move-in time will be assigned to you at a later date. The assigned move-in times will be based on your booth location and material handling requirements. Should you have any special requirements, please note them when you complete the **Lange Transportation** [Move-In Questionnaire](#).

### Exhibitor Move-in & Set-up:

Monday, October 2: 12:00pm – 8:00pm  
Tuesday, October 3: 8:00am – 11:00am\*

**\*Please note:** all items that are brought in on Tuesday, October 3 must be hand-carried only; **dollies or hand carts are NOT permitted** on the aisle carpet.

### Exhibit tear-down and move-out:

Wednesday, October 4: 5:00pm – 11:00pm\*\*

**\*\*All display materials must be completely removed from The BMO Centre prior to 11:00 pm on Wednesday, October 4, 2017.**

Any articles left in the hall past 11:00pm will be removed and stored by Lange Transportation and Storage Ltd. at the exhibitor’s expense. EnsembleIQ, The Calgary Stampede/The BMO Centre and Lange Transportation will not be responsible or liable for any loss or damage to articles removed after the deadline.

**NOTE: No persons under the age of 19** shall be permitted in the exhibit hall or loading dock area during the move-in, show days or move-out days.

Move-in / set-up:	Mon. Oct 2	12:00pm – 8:00pm
Hand-carry move-in only*:	Tues. Oct 3	8:00am – 11:00am
<b>* No dollies or hand carts allowed</b>		
Trade show hours:	Tues. Oct 3	12:00pm – 5:00pm
	Wed. Oct 4	12:00pm – 5:00pm
Move-out / Dismantle†:	Wed. Oct 4	5:00pm – 11:00pm
<b>† Please have all carriers check-in by 6:00pm on Wednesday, October 4</b>		



## Booth Space & Exhibits

### WHAT IS INCLUDED WITH MY BOOTH SPACE?

#### **Pipe & Drape:**

The drape colour for the show will be **BLACK**

#### **Material Handling:**

The Exhibit Space Rate includes material handling up to 5,000 lbs.

Please contact Amanda Parsons at **Lange Transportation** at **800.668.5687** if your exhibit material exceeds this weight.

### WHAT IS NOT INCLUDED WITH MY BOOTH SPACE

**Floor Covering:** All exhibits **must** have carpeting or equivalent flooring (e.g. tile, hardwood, vinyl, etc.) completely covering the visible floor in your exhibit space. Carpet may be rented from Goodkey Show Services (please refer to the [Carpet Rental Order Form](#)). Please note that all floor covering must remain within the dimensions of your contracted booth space.

**Adhesive Tape:** All adhesive products must be removable without damage to the building finishes (must be non-marking tape). Some acceptable floor adhesives in the facility are poly-coated cloth tape or gaffer's tape.

**Please note:** exhibitors will be held responsible for extra charges incurred for tape removal or any damage caused by the use of adhesive tapes.

**Electrical Services:** If your exhibit requires electricity, be sure to order this service directly from the Calgary Stampede (please refer to the Calgary Stampede [Electrical Order Form](#)).

**Booth Accessories:** If your exhibit requires furniture (e.g. tables, chairs, counters, shelving, etc.) or other accessories (e.g. plants, etc.) you may bring your own or rent these directly from Goodkey (please refer to the [Furniture & Accessories Order Form](#)).

**Booth Cleaning:** If your exhibit requires carpet cleaning and/or nightly garbage removal you may order this service from Goodkey (please refer to the [Exhibit Booth Vacuuming & Cleaning Order Form](#)).

**Waste Bins:** Exhibitors that are sampling food or beverages are required to rent (from Goodkey – [Furniture & Accessories Order Form](#)) or provide their own garbage bin of sufficient size to hold the waste that that is created from sampling. If a garbage bin is not provided, show management will order one on your behalf and charge your account.



# Suppliers Forms List

Please review the following checklist to ensure that you have ordered all necessary show services and submitted all mandatory forms by the deadlines specified.

**All COMPULSORY forms are marked with an asterisk \***

**Convenience U CARWACS Show Forms** are to be filled out and returned by **Aug 22, 2017**.

**Suppliers Forms** are to be returned directly to show service supplier, if applicable.

<u>Form Name</u>	<u>Supplier</u>	<u>Due Date</u>	<u>Completed</u> <input checked="" type="checkbox"/>
Be sure to return these forms by the date specified in order to avoid paying premium rates and surcharges.			
<a href="#">Compulsory Exhibitor Forms</a>	Convenience U	<b>Aug 28, 2017</b>	
<a href="#">Compulsory Move-in Questionnaire</a>	Lange	<b>Sept 18, 2017</b>	
<a href="#">Exhibitor Insurance Application</a>	Brokers Trust	Aug 28, 2017	
<a href="#">Hotel Reservations</a>	Holiday Inn	Sept 1, 2017	
<a href="#">Hotel Reservations</a>	Hotel Arts	Sept 5, 2017	
<a href="#">Internet Order Form</a>	Stampede	Sept 15, 2017	
<a href="#">Electrical &amp; Lighting Order Form</a>	Stampede	Sept 15, 2017	
<a href="#">Sign/Banner Hanging Order Form</a>	Stampede	Sept 15, 2017	
<a href="#">Mechanical Order Form (air, gas, water)</a>	Stampede	Sept 15, 2017	
<a href="#">Food Sample Form</a>	Stampede	Sept 15, 2017	
<a href="#">Food &amp; Beverage Equipment Rental</a>	Stampede	Sept 15, 2017	
<a href="#">Exhibitor Parking Permit</a>	Stampede	Sept 15, 2017	
<a href="#">Refrigeration Rental</a>	Stampede	Sept 15, 2017	
<a href="#">Carpet</a>	Goodkey	Sept 18, 2017	
<a href="#">Furniture and Accessories</a>	Goodkey	Sept 18, 2017	
<a href="#">Exhibitor Booth Rentals</a>	Goodkey	Sept 18, 2017	
<a href="#">Signs and Graphics</a>	Goodkey	Sept 18, 2017	
<a href="#">Installation and Dismantle</a>	Goodkey	Sept 18, 2017	
<a href="#">Exhibit Booth Cleaning</a>	Goodkey	Sept 18, 2017	
<a href="#">Lead Retrieval Scanner</a>	Conexsys	Sept 22, 2017	
<a href="#">Showcase Rental Order</a>	Lange	Sept 22, 2017	
<a href="#">Advance Show Receiving</a>	Lange	Sept 25, 2017	
<a href="#">After Show Warehousing</a>	Lange	Sept 25, 2017	
<a href="#">Special Forklift Service</a>	Lange	Sept 25, 2017	
<a href="#">Transportation Services</a>	Lange	as required	
<a href="#">Customs</a>	Lange	as required	

## Official Show Suppliers

<u>Service &amp; Supplier</u>	<u>Address</u>	<u>Contact Information</u>
<b>Audio-Visual Services:</b> Calgary Stampede Event Services	Box 1060 Station M Calgary, AB T2P 2K8	Tel: 403.261.0377 Fax: 403.261.0144 <a href="mailto:eventservices@calgarystampede.com">eventservices@calgarystampede.com</a>
<b>Booth Cleaning:</b> Goodkey Show Services	9505 41 – Ave Edmonton, AB T6E 5X7	Tel: 877.726.2211 Fax: 780.426.5734 <a href="mailto:info@goodkey.com">info@goodkey.com</a>
<b>Customs Broker:</b> Lange Transportation & Storage Ltd.	3695 Nashua Drive Mississauga ON L4V 1P3	Tel: 905.362.1290 / 800.668.5687 Fax: 905.362.1285 Amanda Parsons <a href="mailto:amandap@langeshow.com">amandap@langeshow.com</a>
<b>Electrical Services/Plumbing:</b> Calgary Stampede Event Services	Box 1060 Station M Calgary, AB T2P 2K8	Tel: 403.261.0377 Fax: 403.261.0144 <a href="mailto:eventservices@calgarystampede.com">eventservices@calgarystampede.com</a>
<b>Exhibitor Show Services – Rentals:</b> Goodkey Show Services	9505 41 – Ave Edmonton, AB T6E 5X7	Tel: 877.726.2211 Fax: 780.426.5734 <a href="mailto:info@goodkey.com">info@goodkey.com</a>
<b>Food &amp; Beverage Service:</b> Calgary Stampede F&B Concessions Department	Box 1060 41 – Ave Calgary, AB T2P 2K8	Tel: 403.261.0180 Fax: 403.261.9108  Attn: Concessions Manager
<b>Hotel Accommodations:</b> Hotel Arts	119 - 12th Avenue SW Calgary, Alberta T2R 0G8	Tel: 403.266.4611 Toll free: 800.661.9378 <a href="http://www.hotelarts.ca">www.hotelarts.ca</a>  <a href="#">Click here for details</a>
<b>Hotel Accommodations:</b> Holiday Inn	4206 Macleod Trail South SE Calgary, Alberta T2G 2R7	Tel: 403.287.2700 Toll free: 866.554.0162 <a href="http://www.hihotelcalgary.ca">www.hihotelcalgary.ca</a>  <a href="#">Click here for details</a>
<b>Insurance Broker:</b> Brokers Trust Insurance Group Inc.	2780 Hwy 7 Unit 103 Concord, ON L4K 3R9	Tel: 905.695.2971 ex.105 Fax: 905.760.2260 Contact: John Neo <a href="mailto:johnn@exhibitorinsurance.com">johnn@exhibitorinsurance.com</a>
<b>Internet Access :</b> Calgary Stampede Event Services	Box 1060 Station M Calgary, AB T2P 2K8	Tel: 403.261.0377 Fax: 403.261.0144 <a href="mailto:eventservices@calgarystampede.com">eventservices@calgarystampede.com</a>

<b><u>Service &amp; Supplier</u></b>	<b><u>Address</u></b>	<b><u>Contact Information</u></b>
<b>Lead Retrieval Services:</b> CONEXSYS Registration Ltd.	7050-B Bramalea Rd, Suite 34 Mississauga, ON L5S 1S9	Tel: 800.628.8838 Contact: Troy Bell <a href="mailto:troy@conexsys.com">troy@conexsys.com</a>
<b>Move-in Schedule/ Special Forklift Services :</b> Lange Transportation & Storage Ltd.	3695 Nashua Dr. Mississauga, ON L4V 1P3	Tel: 905.362.1290 Toll free: 800.668.5687 Fax: 905.362.1285 Amanda Parsons <a href="mailto:amandap@langeshow.com">amandap@langeshow.com</a>
<b>Parking Permits :</b> Calgary Stampede Parking Office	Box 1060 Station M Calgary, AB T2P 2K8	Tel: 403.261.0153 Fax: 403.261.0144 <a href="mailto:eventservices@calgarystampede.com">eventservices@calgarystampede.com</a>
<b>Registration - Attendees :</b> EnsembleIQ	1510 – 2300 Yonge St. Toronto ON M4P 1E4	Tel: 887.687.7321 ext. 1017 Fax: 888.889.9522 Contact: Myriam Bentoumi <a href="mailto:mbentoumi@ensembleiq.com">mbentoumi@ensembleiq.com</a>
<b>Registration - Exhibitors :</b> EnsembleIQ	1510 – 2300 Yonge St. Toronto ON M4P 1E4	Tel: 887.687.7321 ext. 1024 Fax: 888.889.9522 Contact: Steve Beamish <a href="mailto:sbeamish@ensembleiq.com">sbeamish@ensembleiq.com</a>
<b>Signage:</b> Goodkey Show Services	9505 41 – Ave Edmonton, AB T6E 5X7	Tel: 877.726.2211 Tel: 780.426.2211 Fax: 780.426.5734 <a href="mailto:info@goodkey.com">info@goodkey.com</a>
<b>Sign Hanging:</b> Calgary Stampede Event Services	Box 1060 Station M Calgary, AB T2P 2K8	Tel: 403.261.0377 Fax: 403.261.0144 <a href="mailto:eventservices@calgarystampede.com">eventservices@calgarystampede.com</a>
<b>Telephone Services:</b> Calgary Stampede Event Services	Box 1060 Station M Calgary, AB T2P 2K8	Tel: 403.261.0377 Fax: 403.261.0144 <a href="mailto:eventservices@calgarystampede.com">eventservices@calgarystampede.com</a>
<b>Transportation:</b> Lange Transportation & Storage Ltd.	3695 Nashua Dr. Mississauga, ON L4V 1P3	Tel: 905.362.1290 / 800.668.5687 Fax: 905.362.1285 Amanda Parsons <a href="mailto:amandap@langeshow.com">amandap@langeshow.com</a>
<b>Warehousing:</b> Lange Transportation & Storage Ltd.	3695 Nashua Dr. Mississauga, ON L4V 1P3	Tel: 905.362.1290 Toll free: 800.668.5687 Fax: 905.362.1285 Amanda Parsons <a href="mailto:amandap@langeshow.com">amandap@langeshow.com</a>





## Travel & Accommodation

### HOTEL

#### Hotel Arts

119 – 12 Avenue SW  
Calgary, AB, T2R 0G8

Dates: from Sept 30 - Oct 7, 2017

**Rate:** \$199/night based on single/double occupancy

**Cut off date to reserve: September 5, 2017**

**Reservations:** 1-800-661-9378

Mention you're with Convenience U CARWACS or use the [online booking tool](#)

Complimentary Wireless Internet in all rooms  
\$21.00 parking

#### Holiday Inn

4206 Macleod Trail South SE  
Calgary AB, T2G 2R7

Dates: from October 1 – 6, 2017

**Rate:** \$149.00/night based on single/double occupancy

**Cut off date to reserve: September 1, 2017**

Reserve: Call (403) 287-2700 or (866) 554-0162 Identify yourself by providing Convenience U CARWACS Show to receive the preferred rate or go [online](#), code is CUC.

Light Rail Transit access located adjacent to the property, 2 stops to Victoria/Stampede Park Station BMO Centre.

Complimentary parking and high speed internet.

### FLIGHTS

#### Air Canada

Promotion Code **NWZX38G1**

The booking is to be made to: Calgary, YYC (AB)

The travel period begins Mon, September 25, 2017 and ends Wed, October 11, 2017.

10% travel discount for Flex and Latitude fares for travel in Canada and between Canada and the U.S. and between North America and International destinations.

Enter promotion code at time of booking [www.aircanada.com](http://www.aircanada.com)

### CAR RENTAL

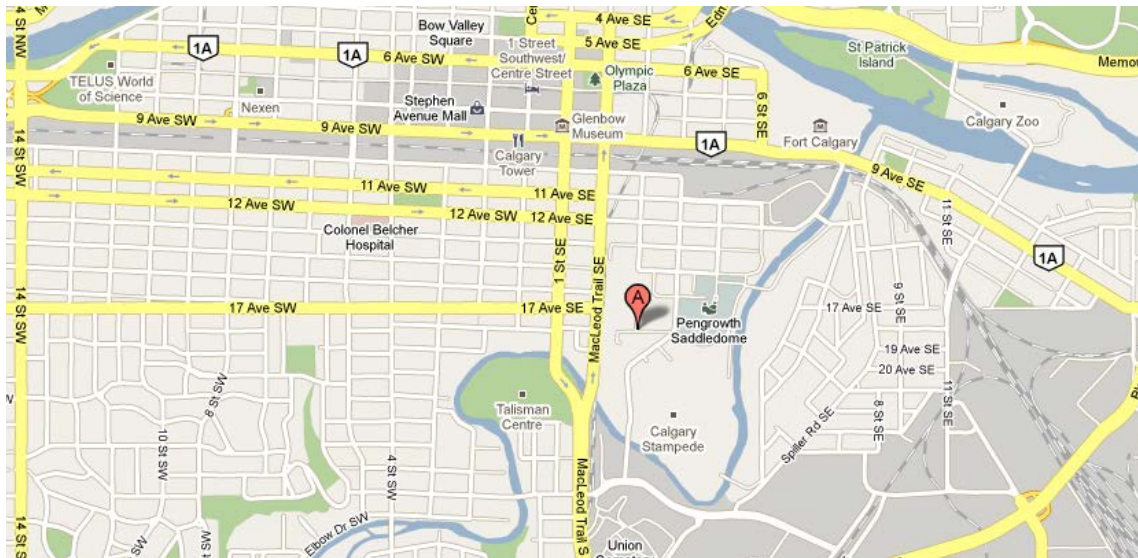
#### Hertz

Promotion Code: **CV#043Z0033**

You may make reservations online at [www.hertz.com](http://www.hertz.com) or call directly 1-800-654-2240

Includes unlimited kilometers, rate applies for 2017

## Directions to The BMO Centre



### Calgary International Airport

- Start on Airport Road NE, continue on Barlow Trail NE
- Continue Towards 16 Avenue North/Trans Canada Highway West/Highway 1 West
- Continue on 16 Avenue NE, turn left on Centre Street North, turn left on 3 Avenue SE
- Turn right on 1 Street SE, turn left on 11 Avenue SE, turn right on Olympic Way

### Trans Canada Hwy

- Start on Trans Canada Highway, heading West, turn left on Centre Street North; heading East, turn right on Centre Street North
- Turn left on 3 Avenue SE, turn right on 1 Street SE
- Turn left on 11 Avenue SE, turn right on Olympic Way

**For additional directions, please call the Calgary Stampede at 403 261-0101**

## Exhibitor Parking Gate and Entry Process

A parking booth and gate arms have been installed for exhibitor access to our back of house parking lot (Lot #1 and Lot #13), located between Olympic Way and 3rd Street on 14th Avenue S.E.

### 3A Street Exhibitor's Gate



EXHIBITOR ENTRY PARKING SIGN

MAIN PARK ENTRANCE

### Exhibitor Entry Process

- When possible, exhibitor parking passes will be available for pickup at this location - please confirm with your event coordinator prior to your move in
- Exhibitors trying to enter park through the south gate will be redirected via Macleod Trail to the new exhibitor parking gate. There is signage at south side directing exhibitors to access the park via MacLeod and 12AVE
- Exhibitors trying to enter park through the north gate will be directed to the new exhibitor parking gate, entering from 13 AVE (turning at the church)
- New exhibitor entry signage has been installed at both the south and north gates
- Exhibitor parking passes will only be programmed to operate at the new exhibitor parking gate



## Shipping Information & Labels

DIRECT shipments **should not** arrive at The BMO Centre prior to October 2 and should be labeled as follows:

**EXHIBITING COMPANY NAME (BOOTH #)**

The Convenience U CARWACS Show (Oct 3-4)

**The BMO Centre**, Hall D Overhead Door 13

20 Roundup Way SE

Calgary, AB T2G 2W1

\_\_\_\_\_ of \_\_\_\_\_ Pieces

\*International Exhibitors\*

NOTIFY LANGE TRANSPORTATION FOR CUSTOMS CLEARANCE ASSISTANCE.

Please refer to the '[Customs – General info](#)' section of this manual for more information.

## Advanced Shipping and Warehousing

Shipments arriving at Lange Transportation & Storage Ltd's Warehouse prior to the move-in date will be accepted and charged to the exhibitor based on the advance receiving rates. Exhibitors who use Lange Transportation will have their material automatically priority-scheduled to the site. If you require advance warehousing you must complete the [Lange Advance Show Receiving Order Form](#) in this manual and label your shipment as follows:

**EXHIBITING COMPANY NAME - Booth #**

The 2017 Convenience U CARWACS Show – West

**Jay's Transportation Group**

3636 – 46<sup>th</sup> Ave SE

Calgary AB

T2B 3P9

Attn: Amanda Parsons

Tel: 905.362.4348 Fax: 905.362.1285 amandap@langeshow.com

**Advance shipment orders are to be received at Jay's Transportation no later than September 29, 2017.**

## Deliveries

### PROCEDURE:

1. Please ensure that you complete the [Move-In Questionnaire](#) so that you are placed on the move-in schedule
2. A few weeks prior to the show you will receive an assigned move-in time from Lange Transportation via email
3. Please have your exhibit materials arrive at The BMO Centre at your assigned time
4. A marshalling attendant will assign the order of vehicles based upon the move-in schedule
5. **The loading door for Hall D at The BMO Centre is accessible from Lot 1, Overhead door #13, see white arrow**



**\* NO VEHICLES MAY BE LEFT ON-SITE OVERNIGHT\***

### Please note the following important delivery rules:

- (i) Materials will only be accepted during the move-in dates and times for the event.
- (ii) Materials that are improperly labeled will be considered questionable and will not be accepted
- (iii) Vehicles must not be left running in loading docks.
- (iv) Vehicles must vacate the loading area immediately after unloading. Non-compliance will result in your vehicle being tagged and/or towed.



## Customs – General Info

EnsembleIQ has partnered with Lange Transportation (our official customs broker) to make bond arrangements with Canada Customs for all imported equipment, supplies and exhibits for this show. Exhibitors who do not use the official customs broker will be required to post their own bond and cash deposit with Canada Customs.

Exhibitors requiring Customs Clearance Service please fill out all of the necessary [Customs Forms](#). Should you require this service or have any question or concerns please contact Amanda Parsons at Lange Transportation, [amandap@langeshow.com](mailto:amandap@langeshow.com) for more information.

**The Canada Border Services Agency Customs Letter contained in this manual should be held by foreign exhibitors and should also be attached to all shipments to facilitate entry into Canada.**

### **PRINTED MATERIALS AND PRIZES/GIVEAWAY ITEMS**

Canada Customs requires full payment of duties and taxes on all printed materials (including advertisements) and items for giveaways/prizes. All material not used or consumed may be exported under customs supervision and a 100% drawback of duties and taxes will be refunded to the exhibitor. Please notify the broker of any such returns prior to show closing as special documents must be prepared for export and Canada Customs' officers at the show must examine the returning material.

### **USA EXHIBITORS**

Please contact the official customs broker if you are a USA exhibitor who plans to ship equipment/supplies to the show that is NOT of USA origin. You must complete a special form to ensure the easy return of goods after the show.

Shipments originating from outside Canada must be sent to a bonded warehouse at least 7 days prior to show move-in to allow for customs clearance. Should you require this service please contact our official supplier, Lange Transportation.

### **SALE OF BONDED GOODS AT THE SHOW**

There are also specific customs regulations regarding the sale of bonded goods at the show. If these regulations are not complied with, the goods will be removed at the exhibitor's expense at the close of the show move-out to a bonded warehouse for subsequent tax payments and clearance.

# Health & safety best practice guidelines for the exposition industry in Canada<sup>1</sup>

## **ROLES & RESPONSIBILITIES: EXHIBITORS**

### **As an employer:**

- Must establish a health and safety policy and program for the organization as required by local health and safety legislation.
- Ensure their employees comply with all required safe work practices.
- Ensure that, where reasonably applicable, any employees appointed as supervisors have been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as it relates to their Show.
- Ensure that employees have been properly trained to carry out all their job tasks safely as required.
- Educate themselves on local health and safety legal requirements, hazards and controls related to the show.
- Review all health and safety documentation provided by the Show Organizer, and ensure it is communicated to all personnel (including any Contractors) that will be involved in the show.
- Become familiar with first aid and emergency evacuation procedures and ensure they are communicated to all personnel/Contractors that will be involved in the show on their behalf.
- If hiring any Contractors to install/dismantle their booth they must ensure the Contractors are competent and aware of all required safe work practices and comply with them.
- Monitor and enforce safe work practices of any personnel/Contractors working at their booth.
- Comply with all the Safety rules and precautions as directed by the Show Organizer.
- Must not access crate storage areas unless specifically authorized to do so.
- Must respect and give right of way to vehicle traffic during move-in and move-out activity.
- Make every effort to keep aisles clear and clean of debris at all times during the show.
- Report any accident or incident to the Show Organizer when it occurs.
- Comply with all safety rules while working in or accessing any common areas.

<sup>1</sup> Canadian Association of Exposition Management (2011). Health and Safety Law and Risk Management for the Exposition Industry in Canada. Toronto: Canadian Association of Exposition Management, 50-51



## Exhibitor Rules & Regulations

### **PAYMENT OF ACCOUNT**

Show Management reserves the right to refuse entry into the Show any Exhibitor whose account has not been paid in full.

### **EXHIBITOR REGISTRATION AND NAME BADGES**

All exhibit staff must wear a name badge in order to gain access to the Exhibit Hall.

Please register all of your booth staff using the **Exhibitor Badge Registration Link** that is sent directly to the logistical contact filled out on the Exhibit Space Contract.

You will be able to add or modify exhibitor badge entries at any time online up until **Friday, September 29 at 5:00pm.**

Exhibitor badges **will not** be mailed to you in advance. All booth staff badges may be picked up on **Monday, October 2 beginning at noon** at the registration desk and for the duration of the show.

### **Temporary help and access to exhibit hall**

It is the Exhibitor's responsibility to register the names of models or other temporary help for the Trade Show. **Please provide these individuals with the correct name of the company, booth location, and name of your appropriate company contact at the booth. These individuals cannot be registered as Exhibitor personnel or gain access to the Exhibit Hall without this information.** Only qualified Exhibitor personnel or temporary help in their direct employ will be issued name badges and allowed access to the Exhibit Hall.

### **Lead retrieval**

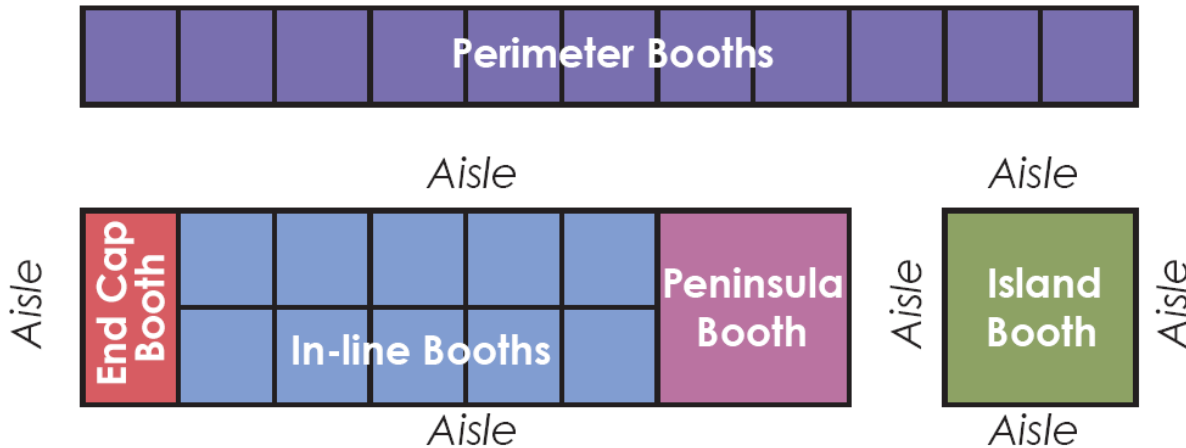
We strongly recommend that you order a lead retrieval services as part of an effective lead retrieval strategy. To order your [Lead Retrieval Scanner](#) from **Conexsys**, please ensure that you complete and return the order form by **September 22, 2017.**



## EXHIBIT REGULATIONS

The Convenience U CARWACS Show follows the display rules and regulations that have been established in accordance with guidelines set forth by the International Association of Exhibitions and Events (IAEE). These guidelines for display rules and regulations were established to promote continuity and consistency among North American exhibitions.

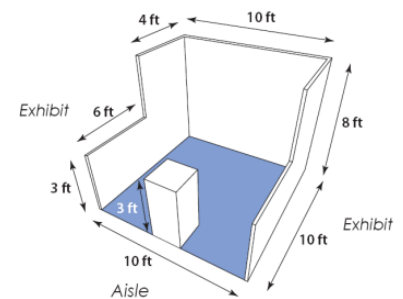
### TYPES OF BOOTH CONFIGURATIONS:



### TYPES OF BOOTHS

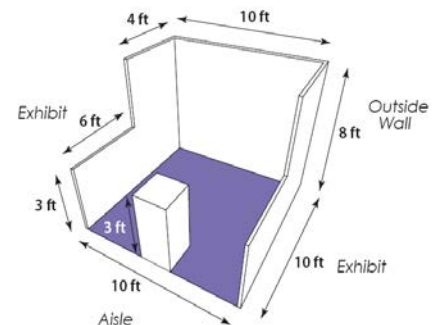
(i) Single/Double In-Line booths:

- ✓ Have only one side exposed to an aisle
- ✓ Generally arranged in a series along a straight line
- ✓ 10 ft deep and either 10ft or 20ft wide
- ✓ Back wall and its contents must not exceed 8ft high
- ✓ Sidewalls may be up to 8ft high, but only for 4ft from the back wall – after which they must step down to 3ft high
- ✓ Suspended signs NOT permitted



(ii) Perimeter booths:

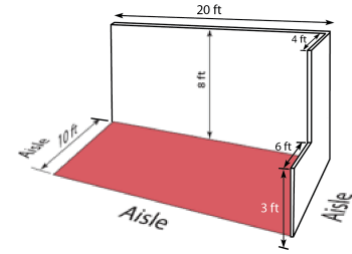
- ✓ An in-line booth that backs onto an outside wall of the exhibit facility rather than onto another exhibit
- ✓ All guidelines for single/double in-line booths apply
- ✓ Suspended signs are NOT permitted



(iii) Corner booths:

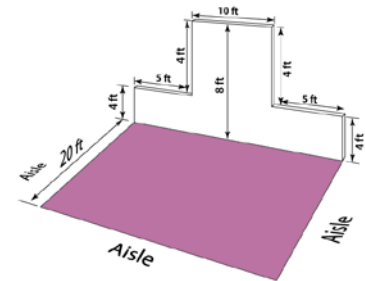
- ✓ Have aisles on 2 sides backing onto an exhibit

- ✓ Are generally 10ft deep x 20ft wide
- ✓ Sidewalls may be up to 8ft, but only as far as 4ft from the back wall – after which they must drop down 3ft high
- ✓ Maximum allowable height of the back wall is 8ft
- ✓ Suspended signs are NOT permitted



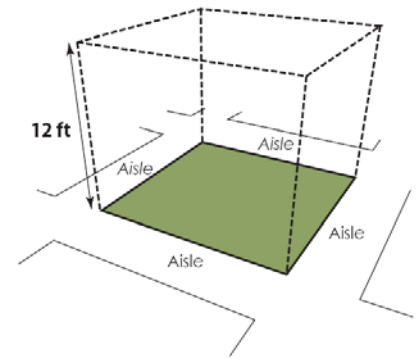
(iv) Peninsula booths:

- ✓ Have aisles on 3 sides backing onto an exhibit
- ✓ The back wall is restricted to 3 ft high within 5ft of each aisle, maximum back wall height is 8ft tall
- ✓ Suspended signs are permitted over booths that are 20ft x 20ft (Note: signs must be hung so that the bottom of the sign is 12 ft from the ground and the top of the sign is no higher than 16ft from the ground)



(v) Island booths:

- ✓ Any size booth exposed to aisles on all four sides.
- ✓ Typically 20ft x 20ft or larger
- ✓ The entire cubic content of the space may be used up to the maximum allowable height of 12 ft
- ✓ Suspended signs are permitted over booths that are 20ft x 20ft (**Note:** signs must be hung so that the bottom of the sign is 12ft from the ground and the top of the sign is no higher than 16ft from the ground)



## PREFABRICATED BOOTHS

Exhibitors planning to use a prefabricated display must ensure that an allowance of one inch (1”) is made on each side of the display to allow for thickness of support poles for standard dividers (e.g. lengths must not exceed 9 ft 10 inches, 19 ft 10 inches, etc.).



## **STANDARDS OF APPEARANCE**

All sides and surfaces of exhibit displays(booth and signs), which are exposed to view, must be properly finished and decorated to present an attractive appearance when viewed from aisles or adjoining exhibits, and must not be objectionable to other exhibits or to Show Management. Show Management may install drape and charge it to the exhibitor if the exhibit display is not properly finished.

### **Please note the following show colours:**

All aisle carpeting will be **BLUE**

The drape colour for the show will be **BLACK**

## **SIGNS AND BANNERS**

All signs, banners and other display materials must be properly affixed to the exhibit or be self-supporting from the floor within the height restrictions outlined in this manual.

If you require special rigging of signs and/or banners you must order this service through The **Calgary Stampede Event Services** (please refer to the [Sign & Banner Hanging Order Form](#)).

## **RULES OF CONDUCT**

Show Management retains full authority in the interpretation and enforcement of all rules and regulations governing Exhibitors.

These regulations may be amended at any time, upon written notice by Show Management, to Exhibitors who may be affected by these amendments. Show Management reserves the right, even after an application to exhibit has been approved, to restrict and/or to dismiss any exhibit, which is deemed to be undesirable or objectionable.

Exhibitors who fail to abide by the rules and regulations or who, in the judgment of Show Management, conduct themselves in an unethical manner will be dismissed from the convention without refund.

Note: The entire display, including all equipment, must be within the confines of the contracted booth space.

Per the terms of the contract, Show Management has the right to exchange booth space location at any time.

## **SHOW POLICY REGARDING PERSONS UNDER THE AGE OF 18**

No persons under the age of 18 shall be permitted in the exhibit hall or loading dock area during the move-in, show days or move-out days.

## **ANIMALS**

With the exception of “seeing eye” dogs, animals are not permitted without prior written approval from Show Management.

## **CARE OF FACILITY PROPERTY**

- (i) No signs, posters or other items are to be fastened to facility property by any means.
- (ii) Painting, nailing, bolting, drilling, clamping, taping or use of adhesives on floors, walls, ceilings, fixtures or any part of the facility is not permitted.
- (iii) Exhibitors wishing to lay any floor covering must use adhesive tape that is removable without causing damage to the building finishes (non-marking tape). Some acceptable floor adhesives in the facility are poly-coated cloth tape or gaffer's tape.
- (iv) Damage caused by failure to observe these rules will be paid for by the Exhibitor

## **MOTORIZED EQUIPMENT/MECHANICAL CONVEYANCES**

Mechanical conveyances such as electric carts, scooters or bicycles will not be permitted in the aisles during show hours. The only exception to this rule will be in the case of persons requiring the use of non-motorized and motorized wheelchairs while visiting the show.

## **SAFETY MEASURES**

Exhibitors, who are showing equipment in a moving and operating condition, are required to provide every possible precaution for the safety of show visitors, their own operators, and exhibit personnel.

## **DEMONSTRATIONS/PRESENTATIONS**

- (i) All interviews, demonstrations, or distribution of literature must take place within the booth space assigned to the individual Exhibitors, and must not interfere with normal aisle traffic.
- (ii) Exhibitors should allow sufficient space within the booth area to absorb the majority of the anticipated crowd during demonstrations/presentations.
- (iii) Exhibitors whose demonstrations/presentations cause spectators to interfere with normal aisle traffic, or unduly overflow into the display area of neighbouring exhibits, may be asked to limit or eliminate their presentations.

## **FOOD/BEVERAGE SAMPLING**

The BMO Centre has strict regulations pertaining to food sampling & serving size. All exhibitors who plan on sampling food and/or beverage products at their booth must take the following actions:

- (i) Inform Show Management at least **one month prior** to the move-in date by submitting the details of the product(s) you would like to sample and the serving size. Send this information via email to Steve Beamish, [sbeamish@ensembleiq.com](mailto:sbeamish@ensembleiq.com)
- (ii) Read, complete and submit the [Food & Beverage Sample Form](#) to The BMO Centre at least 14 days prior to move-in day to gain approval.
- (iii) Comply with all health and safety regulations as outlined in Food Regulations, Public Health Act (Province of Alberta) plus Calgary Board of Health "Food Establishment Policy. For information <http://www.albertahealthservices.ca/>

## **CONTEST RULES**

Competition and like promotions conducted by exhibitors in conjunction with their displays shall be of a clear cut nature, and free of any obligation to the winner. The award or awards, and the terms of same, must be clearly stated on the entry/ballot form. Awards which are conditional upon the placing of an order, or which represent a credit to be applied as part of payment of an order, are not permissible.

The following conditions must be clearly stated on the ballots:

- (i) Appropriate retail value of prize
- (ii) No purchase necessary
- (iii) Not redeemable for cash
- (iv) Delivery/installation included/not included
- (v) Consent from the customer to be contacted for promotional purposes

Show management reserves the right to terminate any contest, by removing ballots and ballot boxes from the booth, if it does not comply with the above.

## **SALES TAXES**

The current Harmonized Sales Tax (HST) applies to all orders for Canadian based shows (there are no out-of-country exemptions). The only exception to this is for Alberta where only GST (5%) applies.

## **SOLICITING & SELLING**

- (i) Exhibitors distributing promotional material or soliciting business must do so in the confines of their exhibit space. Such activities are not permitted in the aisles, registration areas, hallways or other exhibits.
- (ii) The building owners warn that Exhibitors handing out adhesive backed promotional material will be charged for removal of this material from the walls and floors of the building.
- (iii) Only participating Exhibitors have the right to promote or sell goods or services in this show.
- (iv) Non-exhibiting parties, who attempt to make sale solicitations without expressed written permission of Show Management, will be permanently removed from the show area.
- (v) It is the responsibility of exhibitors to ensure compliance with the *Criminal Code of Canada*, and any customs requirements.

## **PROMOTIONAL INFORMATION**

Exhibitors are responsible for ensuring that all promotional and product or service-related information intended for distribution to delegates during the Trade Show is factually accurate, and is professionally tasteful in its presentation. Promotional and educational materials available from an Exhibitor's display must not present information or claims that are at variance with those contained in the appropriate product monograph.

## **OCCUPATIONAL HEALTH & SAFETY ACT**

In accordance with the **Occupational Health & Safety Act (OHS Act)** you are required to review your health & safety obligations as an exhibitor. Use the following link for more information: <http://work.alberta.ca/occupational-health-safety.html> and be sure to read the **HEALTH & SAFETY BEST PRACTICE GUIDELINES FOR THE EXPOSITION INDUSTRY IN CANADA** document in this manual.

## **EXHIBITOR UNLOADING**

If an exhibitor representative is not present when their shipment arrives at the site, it will be automatically unloaded by Lange Transportation and delivered to the booth location marked on the shipment.

## **EMPTY CONTAINER STORAGE**

Storage labels will be provided by the official material handling company and may be picked up during show move-in at the material handling show office. The exhibitor is responsible for clearly marking the exhibiting company name and booth number on these labels and place them on all empty containers that they would like stored during the show.

## **PROHIBITED ACTIVITIES – PHOTOGRAPHY /VIDEOGRAPHY & TRESSPASSING**

- (i) No specific exhibit booth may be photographed or videotaped except with the permission of the legitimate occupants of that booth. This restriction also applies to members of the media.
- (ii) Individuals who are caught photographing or videoing another exhibit WITHOUT prior permission will have their camera confiscated and may be asked to leave the show.
- (iii) Exhibitors wishing to enter another Exhibitor's area may only do so if invited.

## **NOISE, LIGHT AND ODOUR RESTRICTIONS**

Noise must not interfere with the rights and privileges of other Exhibitors. Exhibitors may not operate sound amplifying devices which project sound above a normal conversational level. Exhibitors may not operate display lighting, or odour-generating devices or activities which interfere with the rights and privileges of other Exhibitors. Show Management reserves the right to exercise its own judgment in responding to Exhibitor complaints in this regard.

## **SECURITY IN THE EXHIBIT HALL**

### **SHOW MANAGEMENT STRONGLY ADVISES YOU NOT TO LEAVE YOUR VALUABLES UNATTENDED AT ANY TIME DURING MOVE-IN/SET-UP OR MOVE-OUT/TEAR DOWN.**

Show Management cannot guarantee against loss or damage of any kind, but will endeavour to protect Exhibitors by providing general security.

Each Exhibitor is solely responsible for their exhibit property, and should insure these exhibit materials against loss or damage during the event. Please put all small valuable items out of sight each night. All Exhibitor Property is understood to remain within the Exhibitor's care, custody and control in transit to or from or within the Exhibit Hall. Should you require additional security for your materials/exhibit, please contact Show Management for assistance.



## **MATERIAL REMOVAL**

No dismantling or removal of exhibits or exhibit material is permitted before the close of the show. No crates will be removed from the storage area and delivered to the booths until after the aisle carpet has been removed.

## **GENERAL LIABILITY**

Show Management acts for the Exhibitors and their representatives in the capacity of an agent, not as a principal. EnsembleIQ assumes no liability for any act of omission with this agency.

Exhibitors and their representatives hereby agree to indemnify and hold harmless EnsembleIQ and The Calgary Stampede/The BMO Centre, the employees thereof and their representatives and agents, against any and all claims for loss, damage, theft or injury. Indemnification includes the period of storage prior to and immediately following the Trade Show. The Exhibitor, on signing the contract, releases the foregoing from any and all claims for loss, theft, damage or injury.

Before any exhibit may be removed from the building, Exhibitors must make arrangements satisfactory to Show Management, The Calgary Stampede/The BMO Centre and Show Management's official suppliers, for the payment of any charges incurred by the Exhibitor in connection with representing his/her exhibit.

## **INSURANCE**

Exhibitors must carry their own fire, theft, or other insurance.

Please refer to the [Liability Insurance](#) section of this manual for detailed information.

## **FIRE REGULATIONS**

The Calgary Stampede/The BMO Centre has strict fire safety requirements. The Exhibitor assumes responsibility for compliance with municipal and provincial regulations concerning fire, safety and health. All exhibit equipment and materials must be protected by safety guards and devices where appropriate. All display material must be flame proofed and subject to inspection by The Calgary Stampede. No flammable liquids or substances of any kind may be used, stored or displayed in the Exhibit Hall. Aisles and exits must be kept clear at all times. All fire hose cabinets must be left accessible and in clear view at all times. Combustible decorations such as crepe paper, foam, tissue paper, cardboard and corrugated paper are prohibited. All packing containers, excelsior and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays.

Please see the [Calgary Stampede's Fire/Safety Hazards and Control](#) in this manual for detailed information regarding fire safety at The Calgary Stampede.

## **SHOW TRADEMARKS**

The names and logotypes of **The Convenience U CARWACS** are proprietary trademarks for the exclusive use of EnsembleIQ and may not be printed, used or displayed for any purpose without the express written permission of EnsembleIQ. Such permission will not be granted for purely promotional purposes, or in any way that would imply endorsement of a particular company, product, service or activity.



## Liability Insurance

### IMPORTANT- PLEASE TAKE CARE OF IMMEDIATELY!

As an Exhibitor participating in a show, you must have adequate Liability Insurance with a **minimum \$2,000,000** limit to protect the exhibitors, the attending public, the show organizer and yourself.

Our insurance policy does not extend coverage to any exhibits and requires you to submit a Certificate of Insurance upon receipt of the exhibitor's manual.

### There are two (2) ways to arrange the required insurance

#### OPTION #1: SINGLE EVENT INSURANCE

**EnsembleIQ** has appointed Broker Trust Insurance Group Inc. as the recommended Insurance contractor for exhibitors. Order directly online at [exhibitorinsurance.com](http://exhibitorinsurance.com)

#### OPTION #2: YOUR OWN INSURANCE

Request a Certificate of Insurance from your own insurance company.

#### The certificate **MUST** include the following requirements:

(Please provide this list to your insurance company)

- **Additional named insured:**
  - EnsembleIQ, 2300 Yonge St Suite 1510, Toronto ON, M4P 1E4
  - The Calgary Exhibition and Stampede Ltd, PO Box 1060, Calgary AB, T2P 2K8
- **Dates of the show:** October 2-4 2017 (includes move-in and move-out dates)
- **Comprehensive General Liability:** \$2,000,000
- Bodily Injury and Property Damage Liability subject to a maximum \$1,000 Deductible.
- Products and Completed Operations Liability
- Contingent Employers Liability
- Broad form Property Damage
- Cross Liability clause
- Severability of Interest Clause
- A rider covering the shipment of materials from the shipping origin to the exhibition, during the show, and from the exhibition back to the origin

*Your understanding and compliance with this requirement is greatly appreciated and we thank you for your effort in ensuring the wellbeing of everyone.*

*Have a prosperous and safe show.*

Show Management shall take responsible precautions to prevent losses and to protect the interests of all Exhibitors. However, under no circumstances will EnsembleIQ, The Toronto Congress Centre and the show's appointed suppliers/contractors accept responsibility for injury to persons, loss of/damage to products, exhibits, equipment or decoration, by fire, accident, theft, or any other causes while in the building. Exhibitors, or their agents, must





provide adequate insurance for their own personnel, exhibits and materials against all such hazards.

All Exhibitor-appointed suppliers, other than official show suppliers appointed by Show Management, **must have general liability insurance providing coverage of at least \$2,000,000** inclusive for bodily injury/death and property damages for each occurrence and all risks in a form acceptable to Show Management.

- (i) Exhibitor-appointed contractors must also have Workers' Compensation Insurance, including employee's liability coverage.
- (ii) EnsembleIQ and The Toronto Congress Centre are to be cross insured on the supplier's insurance for its operations and services provided for The Convenience U CARWACS Show. Evidence of supplier insurance must be available upon request by Show Management. It is the responsibility of the Exhibitor to ensure that this is readily available at the Show.

## Fire/Safety Hazards and Control - Calgary Stampede

### 4.3.1.2 Open Flames

Open flames are NOT permitted in processions, at displays, or as part of an act or

Entertainment unless acceptable to the Authority Having Jurisdiction. To receive permission for open flame use in an Event you must request written permission from the Safety Manager through the Event Coordinator at least 10 business days before the Event:

- Devices having open flames shall be securely supported in non-combustible holders and shall be located or protected so as to prevent accidental contact of the flame with combustible materials.
- The top of the flame in the above mentioned device must be a minimum of 40mm (2.5 inches) from the top of the lip of the device.
- If a device is shorter than 25mm (1 inch) then it must be raised and securely supported 100mm (4 inches) above the table service.
- Candles are prohibited in Event decorations and Halloween displays, specific written permission of or any exception must be requested and obtained from the Safety Manager through the **Event Coordinator**.

### 4.3.1.5 Hot Works

Hot works is any work that involves open flames or work that produces heat, sparks or dust that has the potential to affect the fire alarm system.

**In an Events context this will include any type of Event that produces flame, fog, smoke or other heavy atmosphere condition, or that produces heat or sparks that has the potential to set off the fire alarm system. The maximum propane that may be used in an occupied building is 5lbs. The Show Manager is responsible for requesting permission through the Event Coordinator from the Safety**

**Manager providing quantity and type of effect to be used including a floor plan and emergency response plan.**

### 4.3.1.7 Compressed Gas and Cylinders

Cylinders of gases, except for portable fire extinguishers must not be stored:

- a. in any exit or corridor providing access to exits,
- b. under any fire escape, outside exit stair, passage or ramp,
- c. within 1m of any exit in buildings or,
- d. in any number exceeding what is required for normal day to day use. Excess storage must be in a designated facility.

Cylinders of gases which are in storage must be:

- a. protected against valve damage;
- b. firmly secured in a position that will not interfere with the operation of the cylinder valve assembly;
- c. and firmly secured in a position that will protect cylinders against falling over.

**Under no circumstances are propane tanks to be stored under the Skyride cable line.**

### **Use of Cooking, Warming devices during indoor assemblies form**

PLEASE NOTE: The regulations below are the current minimum standards required by the Calgary Fire Department and must be maintained when using cooking and/or warming devices during indoor assemblies. These regulations are currently under review by the Calgary fire Department and any changes will be provided once available.

Cooking and/or warming devices shall be approved for commercial use (not residential) by a recognized testing laboratory (i.e. CSA or ULC).

1. Cooking and/or warming devices shall be electric. Exception: approved commercial cooking device that use no more that (2) 10-ounce non-refillable LPG containers having a maximum water capacity of 1.08lb per container connected directly to the appliance at any time, shall be allowed. Containers shall not be used with a manifold.
2. Cooking/Heating devices such as ovens and enclosed rotisseries that are ULC approved for commercial use are allowed where the venting will meet indoor air quality guidelines or proper venting is provided.
3. Sterno may be used for warming trays, other open flame devices are prohibited without appropriate permits from the Fire Department.
4. Cooking/warming devices shall be isolated from the public by placing a divider or a barrier a minimum of 1m in front of the device, or providing a sturdy, mounted separation shield between the device and the public.
5. Individual cooking/warming devices shall not exceed 12" X 24".
6. The surfaces on which cooking or cooking appliances are located shall be constructed and arranged such that proximity to combustibles will not pose a fire danger. When cooking equipment generates high temperature heat, the surface will be provided with adequate protection.
7. If required, all extinguishers must be commercial grade with proof of purchase date, or in use tag, within last year of updated annual inspection tag.
8. Fire protection shall be present with any booth utilizing cooking/warming devices. Each device must meet one of these two (2) requirements:
  - 1) A 2A-10BC extinguisher and a lid for smothering
  - 2) An approved automatic extinguishing system (AES). Extinguishers shall be available immediately adjacent to any cooking equipment.

9. Fire protection shall be present with any booth utilizing cooking/warming devices using or producing small amounts of vegetable or animal oils and fats. Each device must meet one of these two (2) requirements:
  - 1) A “K Class” fire extinguisher and a lid for smothering
  - 2) An approved automatic extinguishing system (AES). Note: for multiple devices, one “K Class” extinguishers shall be located immediately adjacent to the cooking area.
10. Deep fryers without an AES will not be permitted,
11. Any additional requirements will be determined by the CFD Prevention Bureau for each event.

## **7.7 Decorations and Set-up**

Decorations must be flame retardant and must not restrict emergency egress. During set up, it is the responsibility of the show manager to ensure that the work area is maintained in a safe condition and that other workers are aware of their surroundings regarding safety.

### **7.1.1 Fire Hazard Prevention:**

During any Event, all exits must be unlocked and completely accessible unless prior permission is received in writing from the Safety Manager.

- Blockage of exit signs or doors by displays or banners is strictly prohibited.
- An unobstructed aisle (the width of each set of exit doors) must be left directly from the flow of traffic to the exit doors.
- The use of untreated hay, straw, or cotton bales is prohibited

Flammable decorations or flammable decorative materials are prohibited.

- Decorative material, such as, but not limited to, drapes, theatre curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, plastic displays, canvas, cardboard, etc. shall be of non-flammable material, shall conform to CAN/ULC1-S109, “Flame Tests of Flame-Resistant Fabrics and Films”, or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution to ensure that the material will pass the match flame test in NFPA2 705, “Field Flame Test for Textiles and Films.” Plastic cloth and certain other plastic materials, tarpaper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. Any decorative material may be subject to testing. Materials in violation shall be immediately removed from the building.
- All draperies, drops, curtains, and table coverings used are to be noncombustible inherently flame resistant, or treated and maintained fire resistant.
- Sources of open flames [candles, incense, sterno, fuels, etc.] are not permitted in halls or other Calgary Stampede buildings whether in use or not. Sterno shall be also allowed in approved food uses, and the empty containers must be properly disposed of.

- No covered structures, such as tents, roofs, or overhead coverings, are allowed on any display in a building equipped with fire sprinklers without prior approval of Environmental Health & Safety. See section on Tents and Air-Supported Structures.
- All utility panels, fire hose, cabinets, and pipes fire extinguishers and fire alarms must remain visible and accessible at all times. A minimum of 4 feet of clearance is required on all sides of fire equipment.
- Cotton batting (whether natural, artificial or manufactured), straw, dry vines, leaves, hay, pine needles and sawdust are prohibited unless treated to be fire retardant. The use of cut trees, such as Christmas trees are permitted up to 14 days from cutting, proof of cut date is required.
- Flammable liquids of any sort are prohibited in public buildings.
- One five-pound bottle of liquid propane gas may be used for demonstration purposes, only if approved by the Safety Manager.
- Combustible materials used for festive decorations, including but not limited to, crepe paper decorations, other combustible trimming or ornaments and Christmas trees, shall be of the flame-resistant type. This will be indicated on the packaging, or else you can spray the objects with commercially available spray retardant. The Fire Marshall may require proof that the materials used are fire resistant or have been treated to be fire resistant. Please retain any packing or products used until after the Event is completed,
- Combustible materials, such as artwork and teaching aids attached to walls or banners hung from the ceiling and access to exits walls shall not exceed 20% of a wall or ceiling surface.
- No person shall operate or install a combustible display or exhibit in a building unless the building is protected by an automatic sprinkler system.

### **7.1.2 Slip/Trip Hazard Prevention**

- Extension cords shall be properly taped to the ground to reduce tripping hazards. They will also only use approved power bars or extension cords, as per the manufacturer's recommendations.
- Displays must be set up in such a way as to minimize tripping hazards.

### **7.1.3 Electrical Hazard Prevention**

- Portable lighting must be tip resistant.
- Every electric light set used must bear the Underwriters Laboratory [UL] label and be identified for indoor use. Decorative lighting used must be of the miniature bulb type or LED.
- Protect the electrical wires from damage. Do not run wires through doorways, ceiling tiles or where they will be walked on. Do not suspend electrical wires from the ceiling. Do not use nails or tacks to hang wires. Properly secure and protect any wires that cross aisles or corridors.
- Do not place electric lights on metallic trees; use pot lights for illumination.
- Do not hang lights on or around room lights, beds, smoke detectors or any other fire or life safety device.

## 7.2 Pipe and Drape

Drapes, curtains and other decorative materials including textiles and films used in

Buildings must conform to CAN/ULC-S109-M "Flame Tests of Flame-Resistant Fabrics and Films" when such drapes, curtains and other decorative materials are used in any assembly occupancy/lobby or exit or any open floor areas exceeding 500 m<sup>2</sup> in any business and personal services, mercantile or industrial setting.

Commercial packaging for drapes and linens will have a fire rating on the package. If you are unsure if your fabric meets the above requirements contact your supplier for more information.

Pipe and drape wall barriers may not be set up in exit corridors or hallways without prior permission from the Safety Manager.

## 7.5 Tents and Air-Supported Structures

Tents and air-supported structures must be in conformance with the Alberta Building

Code and are subject to inspection. All structures are required to have City of Calgary permits, tents and air-supported structures must not be erected closer than 3m to other structures on the same property. And be sufficiently distant from one another to provide an area to be used as a means of emergency egress:

- Hay, straw, shavings or similar combustible materials are prohibited within a tent or air-supported structure.
- Smoking and open flame devices are not be permitted in a tent or air supported structure while it is occupied by the public unless acceptable to the City of Calgary Fire Inspector and the Safety Manager. For any exceptions, written permission must be requested 10 business days in advance of the Event from the Safety Manager

### 7.5.1 Inflatable Devices (Bouncy Castles etc)

All inflatable devices must be registered with Alberta Elevating Devices and Rides

Safety Association (AEDERSA) and proof of registration and inspection will be required. Supporting equipment such as blowers must also be registered, inspected and CSA approved. Failure to meet these requirements will result in the device being refused use at Calgary Stampede. The set up of the device must be strictly in accordance with the manufacturer's specifications. Supervisors of the equipment must be trained in the safe operation and pre-use safety checks.

## 7.7 Vehicles in Buildings

Any vehicles that are brought inside a building for an Event, Trade Show or Fair will meet the following conditions:

- Fuel tanks can have no more than 2/3 of a full tank of fuel.
- Fuel tank caps must be locked or taped shut.
- All liquid propane containers from vehicles, motor homes, etc. must be removed unless the containers are new and are empty. Internally fitted tanks are acceptable providing they are shut off and no signs of leaking.
- Anyone bringing a vehicle into a building must confirm with the Calgary Stampede Facility Superintendent that the floor structure can hold the weight of the vehicle.
- Vehicle engines cannot be running in a building while it is occupied. If the vehicle must be driven into a building (rather than pushed in while in neutral) it must be driven in at least 1 hr before the space is occupied, & driven out only after all occupants have left.

### 7.7.1 Mechanical Handling Equipment

Operators of Mechanical Handling Equipment must be competent to operate the equipment they have been assigned. Competency is defined: The person has been trained and has experience in operating the equipment. Operators are required to comply with the manufacturers specifications, the training given and the equipment must be used only for the purpose it was intended.

**Please contact EnsembleIQ Show Management (877.687.7321 x 1024) for more information regarding Event Safety at the Calgary Stampede.**