



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 - *Plumbing Services - Exhibitor Order Form

Calgary Stampede Event Services

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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 <u>Event</u> 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	

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**** 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: _____

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Natural Gas location floor plan

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

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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	\$
sub otal from Plumbing Section 5, pages 19-21	\$
su total 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.

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