



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 - *Banner and Sign Hanging - Exhibitor Order Form



Calgary Stampede Event Services

Box 1060, Station M Calgary Alberta T2P 2K8 Phone: 403-261-0377

Fax 403-261-0144 Email: eventservices@calgarystampede.com

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

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.

Instructions

*denotes services provided exclusively by the Calgary Exhibition and Stampede

~ Banners and Signs that are to be hung off the building structure must be performed by authorized Calgary Exhibition and Stampede staff.

~ All banners and signs must conform and comply with Show Management rules and regulations and facility limitations. Please check your Exhibitor’s Manual for any show restrictions and obtain necessary approvals from Show Management PRIOR to requesting a quotation from the Calgary Exhibition and Stampede Event Services.

~ To receive a quotation for multi-sided/Halo or Circular signs please complete the quote request form following this section and fax to: 403-261-0144 or email to eventservices@calgarystampede.com

~ Once quotation available, Event Services will advise exhibitor. Quotations are depended on information received from exhibitor and availability of approved floor plans for your event.

~ Copy of the Quote must be attached to this order.

~ pricing does not include applicable GST

~ Manlift services (restrictions apply) Please email eventservices@calgarystampede.com with your requirements.

~ 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.

****Important Notices ****

Banners/Décor:

- (1) As per Alberta Fire Code, all banners, signs and hanging décor are subject to and must be CAN/ULC-S109 certified or proof of other fire retardant steps is required before hanging.
- (2) Certificate of compliance is required by the Calgary Stampede Event Services department upon order, and items will not be hung without proper documentation on file.

Canopies/Tents:

- (1) All tents and canopies must be approved for indoor use and have a permanently attached label indicating conformance to CAN/ULC-S109, “Flame Rests of Flame-Resistant Fabrics and Films”.
- (2) Booths that include tents, canopies and/or other structures inside a building shall not be constructed with any roof, ceiling or other obstruction greater than 27.9m2 (300 sq ft) without written approval of the Calgary Fire Department and must meet all additional regulations for structures of that size.

For Further information, please see the Calgary Fire Department link at <http://www.calgary.ca/CSPS/Fire/Documents/CFD-Indoor-Special-Event-Requirements-12-09-11.pdf>

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Quantity Units	*Banner Hanging – not applicable for multi-sided, halo or circular signs – see Banner/Sign quote request form	Unit Price for Event Advance Order	Unit price For Event when ordered placed/received After Advance deadline date	Amount
	Up to an 8 foot banner – not to exceed 48 sqft (does not include multi sided, halo, circular, triangular or moss signs – see below).	\$114.00	\$148.20	
	Between 8 - 20 foot banner – not to exceed 100 sqft – (does not include multi sided, halo, circular, triangular or moss signs – see below).	\$139.00	\$180.70	
	Over 20 Foot banner – requires quote request submission – see attached form Section 3A	Quote Only	Quote Only	
	Outdoor banner – requires quote request submission – see attached form Section 3A	Quote Only	Quote Only	
	Multi-Side/Halo/Circular Signs – requires quote request submission – see attached form Section 3A	Quote Only	Quote Only	
	Custom Sign Hanging – requires quote request submission – see attached form – see attached form Section 3A	Quote Only	Quote Only	

Prior to filling in below please answer:

- Have you requested a quote **YES** **NO** (Please Circle)

If yes please continue to next question, If no, please see form "Banner and Sign Quote Request Form Section 3A).

- Have you received a quote back? **YES** **NO** (Please Circle)

If yes please enter Quote received below under Quote Range Column. If no, your quote will be provided as soon as possible so that you can complete the order process.

- Fire Retardant Certificate attached **YES** **NO** (Please Circle)

Copy of the Fire Code Certificate of Compliance must be provided with exhibitor order.

This Certificate must be provided for each order for each event before we are able to hang the banner and or sign.

Quantity Units	*Sign Hanging – Multi-sided/Halo/Circular	Quote	Actual Price to be completed by Event Services

Section 3 - Sub Total pages 1 and 2 \$

Total this section – Banner and Sign Hanging
(Please transfer this amount to Exhibitor Order Payment and Total Page – Section 8) \$

Signature: _____

Date: _____

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2018 - *Banner and Sign Hanging - Exhibitor Quote Request
Calgary Stampede Event Services

Box 1060, Station M Calgary Alberta T2P 2K8 Phone: 403-261-0377

Fax 403-261-0144 Email: eventservices@calgarystampede.com

Advance pricing Deadline and Quote request submission deadline is 14 days prior to the 1st day of your event move in

All prices appear on the individual services order forms in Canadian Funds And are billed out in Canadian Funds (prices subject to change)

Orders must be received and paid 14 days prior to first day of Event move in to qualify for Advance pricing.

Exhibitor Information	
Event:	
Booth Number:	Booth Size:
Exhibitor Booth Name:	
Contact Name:	Contact Phone No:
Contact email:	

Sign description, size and weight

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Incomplete information may result in us not being able to provide a quote.

Quotes are available after we have received a floor plan for your event, this is required in order to check the hanging points above your booth space.

Type of banner or sign

Vinyl Banner _____ Cloth Banner _____ Coroplast _____

Metal or Wood _____ Other _____

Shape:

Square _____ Triangle _____ Rectangle _____ Other _____

Size:

Height _____ Length _____ Width _____

Weight of Sign: _____

Does your sign require electricity? YES NO (Please circle)

Electrical signs must be in working order and in accordance with CSA standards. Electrical service requirements must be ordered in advance on the **Electrical Exhibitor Order Form Section 1.**

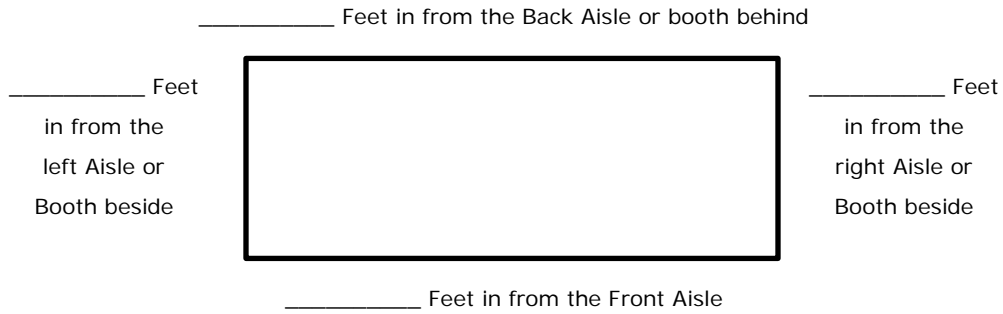
Height from Floor to bottom of banner/sign: _____

A Picture or schematic of the sign is required in order to provide a quote.

Use diagram below to represent your booth space. Indicate how far in each boundary you would like your sign placed (subject to hanging points available above your booth).

The ceiling structure and relation to the support beams may require your sign to be moved from your specified location. Limitations apply.

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Fax or email the 2 pages of the completed Banner / Sign quote request to

Fax: 403-261-0144 or email: eventservices@calgarystampede.com

After you have received your quote back, please send in the Banner/Sign hanging order form.

The actual price cannot in some cases be determined until the work is complete due to labour and material that may be required, as well as the location of the booth in relationship to rigging and hanging points in the venue.

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For Further information, please see the Calgary Fire Department link at

<http://www.calgary.ca/CSPS/Fire/Documents/CFD-Indoor-Special-Event-Requirements-12-09-11.pdf>

Copy of the Fire Code Certificate of Compliance must be provided with order.

**** To be completed by Calgary Stampede Event Services staff**

Quote request received: _____

Quote sent back to Exhibitor: _____

~ pricing does not include applicable GST

Quote: _____

Quote sent by: _____

Copy of this quote must be attached to the Banner/Sign Hanging Exhibitor Order Form

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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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