



**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**
- Sign and Banner Hanging (as per Show Managements' Rules and Regulations and limitations of venue structure)– **Section 2**
- Internet and Telephone Services – **Section 3**
- Plumbing Services – **Section 4**
- Exhibitor Parking Permit -**Section 5** (information in this section)
- Totals Page (mandatory in order to process exhibitor order)

**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 **and** Totals page **and send all of these** to Events Services

If you require pre-purchased Parking permits for example then you simply need to fill out

Section 5 – Pre-Purchased Parking Permits

**and** Totals page **and send all of these** to Events Services

**Incomplete or lack of forms may result in delay of services.**



**2016 Electrical and Lighting - 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](mailto:eventservices@calgarystampede.com)**

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

<b>Exhibitor Information</b>	
<b>Event:</b>	
<b>Event Dates:</b>	<b>Booth Number:</b>
<b>Company:</b>	
<b>Contact Name:</b>	

**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.**

Quantity	*Electrical - Base	Unit price for Event Advance order	Amount
	1500 watt 120V 15 amps	\$126.65	
	2000 watt 120V 20 amps	\$140.80	
	30 amp 125V	\$275.80	
	15 amp 208V Single Phase	\$201.75	
	15 amp 208V Three Phase	\$289.50	
	20 amp 208V Single Phase	\$260.30	
	20 amp 208V Three Phase	\$397.15	
	30 amp 208V Single Phase	\$370.60	
	30 amp 208V Three Phase	\$564.50	
	40 amp 208V Single Phase	\$402.40	
	40 amp 208V Three Phase	\$628.30	
	50 amp 208V Single Phase	\$432.60	
	50 amp 208V Three Phase	\$647.45	
	60 amp 208V Single Phase	\$485.10	
	60 amp 208V Three Phase	\$673.45	
	100 amp 208V Single Phase	\$740.40	
	100 amp 208V Three Phase	\$853.40	
	200 amp 208V Single Phase	\$890.40	
	200 amp 208V Three Phase	\$1004.65	

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**\*\* Important Information regarding Electrical Services.**

- ~ \* denotes services provided exclusively by the Calgary Exhibition and Stampede.
- ~ 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 and 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.
- ~ power is provided during event hours only unless 24 hour service is ordered. Surcharge applies (see 24 hour surcharge).
- ~ power is sourced from overhead. We do not have floor ports for electrical.
- ~ if a transformer is required for larger power loads, this must reside in your booth space.
- ~ All electrical power is turned off approximately 1 hour after show closes and turned on approximately 1 hour prior to show opening. If you require power on a 24-hour basis, please ensure you have ordered 24 hour service.
- ~ Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
- ~ All electrical connections, installation, motor connections or any electrical operating equipment must conform to all Canadian Standards Association (CSA) requirements and the Canadian Electrical Code or UL requirements.
- ~ power is dropped only at the back of the booth unless under carpet/flooring is ordered. Should you require a floor plan layout, one is attached for your convenience. Surcharge applies (see under carpet surcharge).
- ~ Floor plan changes made 72 hours or less, prior to first day of event move in will incur a cost.
- ~ If connection to equipment is required, labour fees will apply – Minimum 1 hour.
- ~ The Calgary Exhibition and Stampede is not responsible for damages or expenses incurred due to power surges, spikes or loss of power. Exhibitors are encouraged to supply their own surge protection equipment.
- ~ Borrowing power from an adjoining booth is not permitted. Sharing your neighbours' power may result in no electrical services for either booth.
- ~ 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.
- ~ pricing does not include applicable GST
- ~ Electrical circuits are not split between locations. If you require electrical in 2 specific areas for example, 2 electrical circuits must be ordered.

**Section 1 - Sub Total pages 1 and 2** **\$**

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Add 30% surcharge for orders placed/received after 14 days in advance of first move in day deadline. **\$**

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**Total this section – Electrical & Lighting**  
**(Please transfer this amount to Exhibitor Order Payment and Totals Page – section 8)** **\$**

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Exhibitor Order form sections and Section 8 Payment Totals page information is your official Invoice copy – please keep a copy for your records.

**Incomplete or lack of forms may result in delay of services.**



**Booth Layout Form for  
Under carpet/Flooring electrical placement.  
Floor plan must be received by Advance Pricing Order Date.  
If not received by this date this service cannot be provided.**

**Do not use if your electrical/internet or phone services are to be drooped  
at the back of your booth which is normal procedure. CAD drawings and other measured floor plans are also accepted.  
Send along with your order form to Event Services Fax: 403.261.0144 or Email: [eventservices@calgarystampede.com](mailto:eventservices@calgarystampede.com)**

**Event:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Exhibitor Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Authorized Contact Name (please print)	Signature	Date
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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.

Indicate on the grid below the location of the electrical, internet and or phone line placement.

For overhead power drop(s) for signs please indicate location with "O". For under carpet power drop please indicate with "U". Internet location indicate with "I". Phone/fax line location indicate with "P".

Also indicate where main power drop is to be located by printing "MAIN" (where electrical will first come into the booth prior to laying out services under the carpet or flooring). Electrical circuits are not split between locations. If you require electrical in 2 specific areas for example, 2 electrical circuits must be ordered.

**Back of Booth – Indicate Adjacent Booth or Aisle Number:** \_\_\_\_\_


**Front of Booth – Indicate Adjacent Booth or Aisle Number:** \_\_\_\_\_

### Calgary Exhibition and Stampede Power and Lighting Terms and Conditions

1. The Calgary Exhibition and Stampede and/or its agents reserve the right to inspect any and all equipment and materials which an exhibitor may wish to have connected to the Calgary Exhibition and Stampede's power sources and/or may wish to use while in the building.
2. Only an authorized Calgary Exhibition and Stampede tradesperson is permitted to make a connection to any of the Calgary Exhibition and Stampede's electrical or mechanical sources that require a hardwire connection.
3. No electrical/mechanical equipment shall be restarted after failure until a Calgary Exhibition and Stampede tradesperson has found and corrected the cause of the malfunction.
4. All material and equipment supplied by the Calgary Exhibition and Stampede shall remain the property of the Calgary Exhibition and Stampede. The exhibitor shall be held responsible for loss of such materials as are associated with his/her booth, and shall compensate the Calgary Exhibition and Stampede in the event of loss or damage.
5. Customer Account information will not be disclosed to third parties.

#### **SERVICE ORDER REQUEST AND PAYMENT:**

6. Order forms must be received by the Calgary Exhibition and Stampede's Event Services Exhibitor Order desk with full payment by the Advance Price deadline date to qualify for the Advance Price; 14 days prior to the first day of move in for your event.
7. The Calgary Exhibition and Stampede conducts an installation audit of power supplied to all exhibits. Exhibitors using power not ordered on our order form will be required to pay On Site Pricing for electrical service to continue. Exhibitors exceeding power consumption ordered will be required to pay for additional consumption. Power may be disconnected pending receipt of full payment.  
A reconnection fee of 2 hours Electrician labour will apply.
8. Failure to provide all the necessary information requested on our order forms may result in a delay of service installation.
9. Out of country payments may be made by credit card, or bank transfer (there is an additional charge for this service).
10. Orders that do not include payment will be regarded as incomplete and will not be processed. Purchase orders are not considered payment.
11. On site orders MUST be paid by valid credit card or cash.
12. Additional and/or special electrical/mechanical services are available on request and may be subject to an hourly rate charged for labour plus the cost of material used. Rates quoted and billed out by the Calgary Exhibition and Stampede are in Canadian funds and include installation, service while in use, and removal.
13. REFUNDS/CANCELLATIONS:
  - a. If services have already been provided at the time of cancellation, original charges will apply.
  - b. No refunds on unused outlets or lights installed as ordered.
  - c. Refunds will not be considered unless the Exhibitor has notified a Calgary Exhibition and Stampede Event Services representative of any problem with our service or product onsite prior to show close.
  - d. No refund on services that require advance planning i.e. special electrical circuits, transformers, special lighting and non-electrical items.
  - e. Full refund will be issued on items listed from our order forms if we receive a cancellation notice in writing **on or before** the Advance Price deadline date.
  - f. A 50% refund will be issued on listed items from our order forms if we receive a cancellation notice in writing **after** the Advance Price deadline date and before install.
14. Third Party Order (Exhibitor Appointed Contractors). It is understood and agreed that the exhibiting firm is ultimately responsible for payment of services. In the event that the named third party E.A.C. does not pay amount owing by the move-in time, charges will revert to the exhibiting company.

#### **ELECTRICAL:**

15. In-line and peninsula outlets are installed at the back of booth. If you require outlets elsewhere, extension cords will be available at the Calgary Exhibition and Stampede's Event Services Exhibitor Order desk service area for a nominal charge. There will be a surcharge for outlets/feeders fed under carpets (see Electrical Order Form under carpet surcharge). All electrical is sourced from overhead or off pillars only, we do not have floor ports.
16. Island booth electrical, internet, phone line will be placed in one main location at our discretion unless a floor plan is provided.
17. All electrical power is turned off approximately 1 hour after show closes and turned on approximately 1 hour prior to show opening. If you require power on a 24-hour basis, please indicate and order this requirement in the space provided on the Electrical Order Form.
18. Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
19. Sharing power from an adjoining booth is not permitted.
20. All electrical connections, installation, motor connections or any electrical operating equipment must conform to all Canadian Standards Association requirements and the Canadian Electrical Code. The use of two wire ungrounded extension cords is prohibited. Extension cords must be 3-wire grounded cords, minimum of #14 gauge wires. Exhibitors are permitted to bring in their own extension cords and power bars as long as the electrical use does not exceed the electrical service ordered.
21. All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, ampere/wattage/horsepower/kilowatts and full load current and CSA or UL approval sticker.
22. Calgary Exhibition and Stampede is not responsible for damages or expenses incurred due to power surges, spikes or loss of power. Exhibitors are encouraged to supply their own surge protection equipment.
23. A Ground Fault Circuit Interrupter (GFI) must protect all 120 volt electrical equipment and devices within 6 feet of a water/liquid source. It is the exhibitor's responsibility to supply their own GFI.

#### **ELECTRICAL SAFETY REGULATIONS:**

It is a requirement of the Electrical Safety Code that any equipment being displayed, offered for sale or used in any show, convention, or similar exhibition MUST BE CSA or UL approved. Without this approval, the Calgary Exhibition and Stampede cannot provide electrical services. For further information, contact the Municipal Affairs Alberta website at [http://municipalaffairs.alberta.ca/cp\\_electrical\\_standata.cfm](http://municipalaffairs.alberta.ca/cp_electrical_standata.cfm)

#### **MECHANICAL:**

24. All mechanical equipment shall have a nameplate attached thereto showing approval by the applicable Provincial Authority.
25. All installations and connections to be made to the Calgary Exhibition and Stampede's sources of natural gas and water and all connections to drains, must be made by an authorized Calgary Exhibition and Stampede tradesperson.
26. Mechanical services are only turned on during Show Hours.
27. It is the responsibility of the Exhibitor to ensure that all pollutants, hazardous wastes, contaminated water etc. is disposed of by a Government Licensed firm for the appropriate waste product.
28. All equipment must comply with provincial and local safety codes.
29. Water Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed at their expense.
30. Electricity and electrical labour to connect and operate any plumbing apparatus is not included unless otherwise stated.
31. Floor drains are very limited. More information is required by the Calgary Exhibition and Stampede Event Services office to ensure that we can meet your requirements.



2016 Calgary Stampede Event Services Exhibitor Order - Payment Totals Page

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

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.

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**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 Banner / Sign Hanging order form (section 2)	\$
subtotal from Internet / Phone order form (section 3)	\$
subtotal from Plumbing order form (section 4)	\$
subtotal from Exhibitor Parking order form (section 5)	\$
	\$
	\$
<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	ical Invoice coo	

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