



# CALGARY RENOVATION SHOW

**JANUARY 13-15, 2017**

BMO Centre, Stampede Park

# FREQUENTLY ASKED QUESTIONS



## WHAT ARE THE SHOW HOURS?

Friday	Jan 13	12:00 p.m. - 9:00 p.m.
Saturday	Jan 14	10:00 a.m. - 9:00 p.m.
Sunday	Jan 15	10:00 a.m. - 6:00 p.m.

## WHEN CAN WE SET UP?

Please refer to the Exhibitor Kit on our website for the updated schedule with your specific move-in time. This should be posted within a month prior to the show.

## WHEN DO WE TEAR DOWN AFTER THE SHOW?

Sunday	Jan 15	7:00 p.m. - 10:00 p.m.
Monday	Jan 16	8:00 a.m. - 2:00 p.m.

\*\* Exhibits must remain intact and staffed until show closing at 6:00pm on Sunday, January 15. Please allow one hour for aisle carpet removal.

## HOW DO WE GET OUR EXHIBITOR BADGES?

You will pick up your exhibitor badges during move-in at the Show Office. Number of badges depends on the size of your booth. More information will be in the official Exhibitor Kit available on our website closer to the show.

## HOW DO WE GET OUR PARKING PASSES?

Parking passes are available through the Calgary Stampede Event Services. Pre-order by **December 28, 2016** for a discounted rate, as well as a guaranteed in/out pass. Order forms are available on the Exhibitor Kit web page (section 6). You will pick up your passes during move-in just west of the north entrance (Please see the Exhibitor Parking Process document in the Exhibitor Kit on our website for exact procedure). There will be no reserved/designated "exhibitor parking"; however the parking pass will guarantee a parking spot in Stampede Park. [www.calgaryrenovationshow.com/StampedeForms](http://www.calgaryrenovationshow.com/StampedeForms)

## DOES OUR BOOTH HAVE TO BE STAFFED AT ALL TIMES?

It is mandatory that exhibitors have a staff member in their exhibit at all times during the hours of the show. Show Management does NOT assume any responsibility for losses.

## WHAT IS SUPPLIED WITH OUR BOOTH?

There will be an 8' backdrop and 8' side curtains (3' side curtains if you are in a perimeter booth). You will not receive tables, chairs, etc. You are welcome to bring your own, or rent them from the decorator - GES. There is no electrical included with your booth; be sure to purchase it from Stampede Event Services if needed.

## DO I NEED TO COMPLETE + SEND IN ANY FORMS?

Yes, please complete the following mandatory forms by Friday, December 30. These forms can be found in our Exhibitor Kit:

- [www.calgaryrenovationshow.com/Exhibitor-Kit](http://www.calgaryrenovationshow.com/Exhibitor-Kit)
- Safety Regulations Consent Form - complete and send back to us
- Certificate of Insurance - complete and send back to us

- Exhibitor Listing - instruction form online

## ARE THERE RULES FOR SIGNAGE WITHIN AND ABOVE MY BOOTH?

Hand written or unprofessional signs are not permitted. If the sign is attached to the booth, the top of the sign must not be higher than 12' from the floor with the bottom being at least 8' from the floor. Signs hung from the ceiling must be 11' from the floor to the bottom of the sign and 3' less than your booth width. All signage must be single sided, face the aisle in front of the booth and cannot be attached directly to the top of the back wall. It must be completely within the cubed boundaries of the rented space and must be finished when facing into a neighbouring exhibit. For any signage printing, management has appointed GES as sign contractor. All signs and banners must have proof that the sign complies with fire regulations and rating CAN/ULC-S109. Cost of banner hanging is the responsibility of the exhibitor and must be ordered through Calgary Stampede Event Services.

[www.calgaryrenovationshow.com/StampedeForms](http://www.calgaryrenovationshow.com/StampedeForms). Deadline for discount is **December 28, 2016**.

## WHAT ARE THE BOOTH REGULATIONS?

- Exhibitors must supply their own tables and chairs (if needed) or they can be rented from the decorator (GES).
- Booth personnel are required to work within the confines of their booth space. Working in the aisles is not permitted, unless you have purchased sponsorship rights.
- Appropriate floor covering is mandatory for every booth. This could be carpet, interlocking stone, ceramic tile, linoleum, etc. and **must cover the entire surface of your exhibit space**. Companies without proper flooring will be made to rent appropriate flooring at their own expense.
- Show Management reserves the right to refuse entry or to remove at the exhibitor's expense, any display that is not in accordance with these rules and regulations. If any doubt exists, the exhibitor must provide details and have such exhibits approved by Show Management. Management may require exhibitors to make such alterations to their displays as it deems necessary to the proper conduct of the exhibition and, if failure to comply, may order the immediate removal of the entire exhibit without compensation and at the exhibitor's expense
- Exhibitors need to make arrangements to dispose of any shipping crates or other rubbish created through the building or dismantling of their individual displays. Exhibitors are responsible for removing their own trash. Please plan accordingly.
- Inline booths may reach a maximum of 8' in height. Island booths may be over 8' in height. Perimeter booths may be 10' in height on back wall only. No walls or drape are allowed on the aisle side of the exhibit unless approved in advance by Show Management. If unsure, please contact Show Management prior to set up.

•Exhibits must have 8' high walls along the sides and at the back of the booth; however, booths along the perimeter of the show are required to have 3' side walls unless approved by Show Management. All solid walls must be neatly finished on both sides where visible.

#### WHAT ARE THE FIRE SAFETY REGULATIONS?

The Calgary Fire Department requires proof that all materials (sheds, canopies, tents, fabric coverings on display pop-ups, temporary structures including signage in and hung above a booth) comply with fire regulation and are rated CAN/ULC - S109. Any non-compliant material may be removed. As per the Calgary Fire Department Indoor Special Events Requirements Guide, all tents and canopies must have a permanently attached (sewn in by the manufacturer) label indicating conformance to CAN/ULC-S109, Flame Tests of Flame-Resistant Fabrics and Films. Any tents or canopies without the proper labeling will be removed from the show floor immediately.

#### WHO IS THE DECORATOR?

The official show decorator is GES Canada Exposition Services Ltd (GES). The decorator office will be open during move-in, show times, and move-out. GES can supply your booth with furniture rentals, signage/banner printing, carpet rentals, draping, and even display set-up assistance. Order what you need well in advance of the show to ensure availability of all needed items and to take advantage of their discounted rates. **Deadline for discount is December 28, 2016.** You can reach GES by phone at 403-243-2212 or by email: Calgary@gesexpo.com. Order forms can be found here: [www.calgaryrenovationshow.com/GESForms](http://www.calgaryrenovationshow.com/GESForms)

#### IS THERE AN ADDITIONAL CHARGE FOR ELECTRICAL?

Basic electrical is no longer included in your booth cost. If you require ANY electrical services, you will need to place an order through Calgary Stampede Event Services. They will have a **discounted rate available until December 28, 2016.** You can reach Calgary Stampede Event Services by phone at 403-261-0377 or by email: [eventservices@calgarystampede.com](mailto:eventservices@calgarystampede.com) or place your order here: [www.calgaryrenovationshow.com/StampedeForms](http://www.calgaryrenovationshow.com/StampedeForms)

#### WHAT IF I NEED A GAS HOOK UP?

Contact your exhibit sales consultant for details. Your consultant will ensure you're in a suitable location for gas hook-up. You must then order gas through the Calgary Stampede Event Services.

#### IS THERE WIRELESS/INTERNET SERVICE AVAILABLE AT THE SHOW?

Telephone and Internet services are available at the BMO Centre through Calgary Stampede Event Services. Please **pre-order by December 28, 2016** to receive a discounted rate.

#### WHAT HOTEL SHOULD I STAY DURING THE SHOW?

For discounted rates (until January 6, 2017) please contact:

Hotel Arts  
119 12 Ave SW  
Calgary, AB T2R 0G8  
403-266-4611  
[www.hotelarts.ca](http://www.hotelarts.ca)

#### WHAT IS THE WEBSITE FOR THE CALGARY RENOVATION SHOW?

[www.calgaryrenovationshow.com](http://www.calgaryrenovationshow.com)

#### HOW DO I SET UP/MAKE CHANGES TO MY EXHIBITOR LISTING?

You were emailed instructions to set up your initial Exhibitor Listing. Please check the website to view your listing: [www.calgaryrenovationshow.com/Exhibitor-List](http://www.calgaryrenovationshow.com/Exhibitor-List).

If you would like to make changes to your listing at any point, please email Amy at [amy@mpeshows.com](mailto:amy@mpeshows.com).

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#### If you have any additional questions, feel free to call us!

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