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## SHOW MANAGEMENT

The **Calgary Woman's Show** is managed and produced by Canwest Productions Inc.

- **Christine Griffin, Show Director** - christine@canwestproductions.com
- **Derek Prance, Account Manager** - derek@canwestproductions.com

*Please Note, it is the responsibility of each Exhibiting Company to follow and abide by the rules, regulations and all deadlines set forth in the below Exhibitor Kit. Thank You!*

## SHOW DATES

- Saturday October 20
- Sunday October 21

## SHOW HOURS

- Saturday 10am-6pm
- Sunday 11am-5pm

## SHOW FACILITY ADDRESS/SHIPPING ADDRESS

- Calgary Stampede Park  
 BMO Centre – Halls A & B  
 20 Roundup Way SW  
 Calgary, Alberta  
 T2G 2W1  
 Ph: (403) 261-0555

## MOVE-IN

### Friday 10am-6pm

- Children (under 16) are strictly not permitted on the Show Floor during Move-in or Move-out as per Safety Regulations.
- A limited number of dollies are available to use on a first-come, first-served basis. Security guards will be posted at move-in doors. Exhibitors may enter the exhibit hall 2 hours prior to Show opening. However, all exhibits are to be setup by 10am on Saturday morning. Access during move-in is through loading door #6.

*Dollies ARE NOT PERMITTED on aisle carpet at any time.*

**NOTE:** All pop-up tents must be fire retardant with ticket of approval/confirmation displayed.

## MOVE-OUT

### Sunday @ Show Close 5pm – Midnight

- The Hall needs to be cleared out by 12 Midnight Sunday after the show closes.
- Product is left behind at the risk of the exhibitor and the facility may charge a handling/storage fee.
- As of 12:01am any exhibit materials & skids left behind will not be the responsibility of Show Management.
- Early move-out will not be tolerated. Removal or dismantling of exhibits or exhibit materials will not be permitted before Show Close at 5pm Sunday.

Please find a link to the floor plan: [CLICK HERE](#)

## SHIPPING

Please ship all materials directly to the Show Facility address above, include:

- **The Calgary Woman's Show**
- Location
- Full Company Name
- Booth #

**IMPORTANT**  
 Shipments will **ONLY** be accepted  
 at the time of **MOVE-IN**.  
*(date specific)*

## CUSTOMS & CARRIERS

- The official carrier and customer broker for this show is: **North American Logistics Services Inc. (NALS)** Mark Fowler, Director of Operations Ph. 778-328-2841, Toll Free 855-328-2841, Email [mfowler@nalsi.com](mailto:mfowler@nalsi.com)
- Exhibit booths and equipment from outside Canada may be brought in for the show only without payment of duty under standard procedure. Please consult with NALS above.

## ALTERATIONS TO BUILDING

- Painting, nailing, drilling, or screwing to the floor, walls or any part of the building is not permitted except by prior written approval of both Show Management and Building Management.

## OFFICIAL PRINTER



- The official printer appointed by Show Management:

**Toll Free:** 1-877-757-7468 Ph. 780-424-5220 **Email:** [adminwest@rayacom.com](mailto:adminwest@rayacom.com)

Servicing: Edmonton, Calgary, Vancouver, Kelowna, Burnaby, Red Deer, Saskatoon, Regina and Toronto.

**SHOW FURNITURE DUE: OCTOBER 5<sup>th</sup>**

- The official Show contractor is **Canwest Productions Inc.**  
 We are responsible for the following: furniture rentals (tables, chairs, etc.), draping, booth vacuuming & on-site labor.  
 All booths will be supplied with carpet, 8' high draping at the back, and 3' high on the sides.
- For additional requirements, please order in advance using the [Show Furniture & Equipment Order Form](#) attached.  
*\*Charges will apply to any on-site orders*

**NOTE:** Exhibitors are responsible for any damage to equipment rented and will be charged accordingly (i.e. broken tables, broken chairs, etc.)

**NOTE:** Only the aisle carpet will be vacuumed at the end of each night. Arrangements for your own booth can be made through Canwest Productions. Please see Furniture and Equipment Order Form.

**BOOTH CONSTRUCTION**

- Booths may reach a maximum of 8' in height, and may not restrict sight lines (i.e. block) another exhibitor.
- Changes in the standard draping are at the exhibitor's expense.
- Nothing is to be pinned or stapled to the drape – "S" hooks are available from Canwest Productions.

**FORKLIFT SERVICE**

- Forklift Service is available on a first-come, first-served basis to offload/load shipments and stock.
- The forklift is ONLY available during move in and out.
- Unusually large or time-consuming loads (i.e. hot tubs), need to be scheduled in advance. Please contact us direct.

**SIGNS & BANNERS**

- All booth signage and banners are to be professionally made and fit in the confines of your booth. Booth signage cannot block other exhibits. Arrangements can be made through the facility to hang your banners from the ceiling (for a fee). <http://exhibitor.calgarystampede.com/>
- All banner hanging must be done before aisle carpet is put down.
- Any banners or signage deemed inappropriate by show management will be removed and any cost associated with the removal would be charged back to the exhibitor.

**FOOD & SAMPLING GUIDELINES DUE: OCTOBER 5<sup>th</sup>**

- [Alberta Health Vendor Notification Form](#) must be submitted to Canwest Productions, [christine@canwestproductions.com](mailto:christine@canwestproductions.com)
- Calgary Exhibition & Stampede [Concessionaire Agreement](#) must be submitted direct to the Calgary Stampede if sampling food products.
- If electrical is required, please ensure you have ordered sufficient power for the number of appliances to be plugged in.

**PERSONAL SERVICES DUE: OCTOBER 5<sup>th</sup>**

- Alberta Health Services requires all exhibitors performing personal services at the event (massage, esthetics, tattooing, waxing) to submit [Personal Services Vendor Notification Form](#). Please send form to [christine@canwestproductions.com](mailto:christine@canwestproductions.com).
- For more information on personal services for trade show, please click [HERE](#).

**ELECTRICAL, INTERNET, PARKING DUE: OCTOBER 5<sup>th</sup>**

- Exhibitors must make their own arrangements for directly through the **Calgary Stampede**.  
 Please order online at: <http://exhibitor.calgarystampede.com/> Ph. 403-261-0377 Email: [eventservices@calgarystampede.com](mailto:eventservices@calgarystampede.com)

**VEHICLE DISPLAY REGULATIONS DUE: OCTOBER 5<sup>th</sup>**

- All vehicles displayed inside the BMO Centre during the event must submit a [Vehicle Notification Form](#) to Canwest Productions:

**EXHIBITOR BADGES**

- Exhibitor badges are generic, and will only be labeled with "Exhibitor", no company name, or individual name.
- Badges are available for pick up at the Show Office and are required to gain access to the Show.
- They must be worn at all times, and are for booth personnel ONLY.
- Six badges will be provided per Booth when you check in. If your company requires more than 6, please contact us directly.

#### ADMISSION PRICES

- In celebration of our 40<sup>th</sup> anniversary of the Calgary Woman's Show, admission is **FREE**.

#### SAMPLES, SOUVENIRS AND SOLICITING

- Soliciting of business and/or distribution of samples and souvenirs will not be permitted in the aisles, the parking lots or in another exhibitor's booth, but must be confined to the exhibitor's own space.

#### INSURANCE

- Show Management, The Calgary Woman's Show, Stampede Park, and the City of Calgary, will not be responsible for injury to persons, loss or damage of products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the show building or its environs.

Canwest Productions recommends all exhibitors have a \$2,000,000 minimum in liability insurance and have proof of insurance. To secure proof of insurance simply phone your insurance provider and ask for a certificate naming: Canwest Productions Inc., the Show name, current facility and city of the Show. There should be no additional cost from your insurance provider for this service.

**NOTE:** This is an official request. If proof of insurance is not supplied, Canwest Productions Inc. will not be held liable. For more information, please refer to the Insurance & Indemnity clause on our Terms and Conditions sent with the application.

#### SECURITY

- Security guards will be on site 24-hours a day and in the building during the hours of move-in, show hours and move-out.
- Show Management, cannot assume any responsibility for losses incurred from pilfering or any other causes.
- While Show Management will take all reasonable security measures to safeguard small items, removal of such items daily will minimize the possibility of loss from pilferage.

#### SLANDER & DEFAMATION

- General Character and/or Company slights, abuse of any Canwest Productions Staff or insults of any kind will not be tolerated. Any exhibitor responsible will have their exhibit space cancelled (non-refundable) from the show.

#### ADMIT ONE Admittance Tickets

- Admission for the show is FREE. Download our social media images to share with your clients, customers and family. Hard copy promotional postcards are available upon request. Please contact your account manager for hard copy post cards.

#### STAGE & SEMINAR PERFORMERS

- Please note The Calgary Woman's Show and Canwest Productions accept no liability or responsibility in theft or injury, at or as a result of any seminar or stage act, presentation or performance. If you have any concerns prior to your performance, please contact an on-site Show Representative who will respond to the issue immediately.

*It is important to us that you have a successful Show. If you need us at anytime, please visit the Show Office or look for our Show Staff on the exhibit floor. Thank you!*



## Show Furniture & Equipment Order Form

**Canwest Productions** is pleased to welcome you to the **Calgary Woman's Show**

Your exhibit booth includes: **carpet, 8' backwall drape - black & 3' sidewall drape - black**

*For additional booth furniture and equipment orders - please complete the form below.*

Company Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Must be completed & returned to our office with full payment 2 weeks prior to the show**

**Please send to: [lauren@canwestproductions.com](mailto:lauren@canwestproductions.com) Fax: 403.246.3856**

**\* All On-Site orders are subject to a 25% rate increase.**

Tables	Skirted / Non Skirted	Quantity	Total
8' Table	\$50.00 / \$27.50		
6' Table	\$45.00 / 23.50		
4' Table	\$40.00 / 17.50		
Folding Plastic Chairs	\$8.00		

Pipe and Drape			
Dressing Room	\$50.00 / room		
Additional Draping	\$15.00 / wall		

Booth Vacuuming <i>(daily)</i>	Booth size	\$0.20 / sq. ft. / day
	_____ X _____	

**Subtotal:**

**GST:**

**TOTAL:**

### PAYMENT

#### CHEQUE

**CHEQUES PAYABLE TO: CANWEST PRODUCTIONS INC. #201, 7710 - 5 STREET SE CALGARY, AB T2H 2L9 PHONE: (403) 242-0859**

Email: [lauren@canwestproductions.com](mailto:lauren@canwestproductions.com) [www.canwestproductions.com](http://www.canwestproductions.com)

#### VISA/MC

**EXP:**

**CVV#**

I hereby authorize Canwest Productions Inc. to process payments per the above total to my Visa/MC.

**\*\*YOUR CVV# MUST BE INCLUDED FOR YOUR CREDIT CARD TO BE PROCESSED.**

**EMAIL FUNDS** (SEND TO [Terra@CanwestProductions.com](mailto:Terra@CanwestProductions.com))

Use password: **CWSF18**

**INVOICE REQUEST** (CHECK HERE FOR AN OFFICIAL INVOICE)

**Initial** \_\_\_\_\_