



Calgary Stampede Event Services
2016 Exhibitor Order Form Package

Advance Pricing deadline is 14 days prior to the 1st 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

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**
- Audio Visual Equipment – **Section 2**
- Sign and Banner Hanging (as per Show Managements' Rules and Regulations and limitations of venue structure) – **Section 3**
- Internet and Telephone Services – **Section 4**
- Plumbing Services – **Section 5**
- Exhibitor Parking Permits – **Section 6** (more information in this section)
- Digital Signage – **Section 7**
- Totals Page (mandatory in order to process exhibitor order) – **Section 8**

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 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.



2016 Plumbing Services - 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>

Exhibitor Information	
Event:	
Event Dates:	Booth Number:
Company:	
Contact Name:	

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	*Plumbing Services	Unit price for Event Advance order	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	
	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	
	Cold Water Service – indoor permanent buildings (first connection)	\$206.00	
	Additional Cold Water Service same Booth – indoor permanent buildings	\$71.00	
	Cold water fill and drain – up to 300 gallons – indoor permanent buildings	\$236.15	
	Cold water fill and drain – over 300 gallons less than 1000 gallons – indoor permanent buildings	\$312.10	
	Cold Water Fill and Drain – over 1000 gallons Please provide amount below – indoor permanent buildings	Quote Only	
	Triple Sink with water Heater (drain may not be available) – indoor permanent buildings. Supplies provided – soap and hand towels	\$400.00	
	Holding Tank (not for potable water – drainage only). Exhibitor is responsible for emptying in wash bay.	\$36.05	
	Outdoor Water Services – Not available in all locations, please contact Event Services for more details	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	\$
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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 – Plumbing Services (Please transfer this amount to Exhibitor Order Form 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.

