



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 EXHIBITOR PARKING INFORMATION

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

Look for the month your event is being held in and the select your event

And follow the onscreen instructions

**Deadline is 14 days prior to the 1st day of the event move in and is subject to availability,
Exhibitor parking may sell out sooner**

After that deadline parking permits will no longer be available to purchase in advance, a limited amount of daily permits may be available at the parking gate upon arrival on a first come first served basis (subject to availability).

On site permits where available may be purchased by credit card, cash or cheque.

Benefits of pre-purchasing parking permits

- The discounted rate is **\$13.33** per day, per permit plus GST.
- Parking passes will be available for pickup from a designated location.
- Order and pay for all services with one easy step.

Additional important information regarding pre-ordered Exhibitor parking permit(s) follows:

1. Orders **must be received by Event Services 14 days prior to the first move-in date.**
We are unable to process parking orders received after this deadline.
2. Parking rates apply to move-in, event and move-out days of your event.
3. Permits **must** be ordered for a minimum of two days.
4. Permits will be issued from the Exhibitor’s Entrance (during the specified move-in dates and times).
Refer to your Exhibitor’s Information from your show manager for the move in schedule.
5. Permits are **not** mailed out.
6. Complete the attached Event Service Exhibitor Parking order form, see Sample below.
7. Refunds are **not** available after processing.
8. Permits will be issued by Company name unless otherwise stated.
9. Confirmation of parking permits and location for pickup will be sent **via email or fax from the Parking Office**, please ensure that this information is legible on your order form.

Samples:

QUANTITY Units	Parking Permits	UNIT PRICE (does not include applicable GST) Advance Order Only	AMOUNT
1	1 day Exhibitor Parking Permit	\$13.33 per permit x 1 quantity	\$13.33
2	2 days Exhibitor Parking Permit	\$26.66 per permit x 2 quantity	\$53.32
1	4 days Exhibitor Parking Permit	\$53.32 per permit x 1 quantity	\$53.32

Parking permits must be presented or purchased at parking gate to allow parking lot access.
Passes not picked up will **not** be refunded. All Sales are Final. GST not included in above price ordering sample.

Rates are subject to change without notice.

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2018 - Exhibitor Parking Permit Order Form

Calgary Stampede Event Services

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

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

** Reminder – Parking permits are only available to pre-purchase through Event Services up to 14 days prior to the Event Move in. After this advance deadline parking permits are only available to purchase at the parking gates upon arrival at the regular rate.

Exhibitor Information	
Event:	
Event Dates:	Booth Number:
Company:	
Contact Name:	
Email:	
Phone:	Fax:

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 Units	Parking Permits	Unit price (does not include applicable GST) Advance Order only	Amount
	1 day Exhibitor Parking Permit	\$13.33 per permit	
	2 day Exhibitor Parking Permit	\$26.66 per permit	
	3 day Exhibitor Parking Permit	\$39.99 per permit	
	4 day Exhibitor Parking Permit	\$53.32 per permit	
	5 day Exhibitor Parking Permit	\$66.65 per permit	
	6 day Exhibitor Parking Permit	\$79.98 per permit	
	7 day Exhibitor Parking Permit	\$93.31 per permit	
	8 day Exhibitor Parking Permit	\$106.64 per permit	
	9 day Exhibitor Parking Permit	\$119.97 per permit	
	10 day Exhibitor Parking Permit	\$133.30 per permit	
	11 day Exhibitor Parking Permit	\$146.63 per permit	
	12 day Exhibitor Parking Permit	\$159.96 per permit	

Total this Section – Exhibitor Parking Section 6

After the advance pricing deadline parking permits are no longer available to order through Event Services.

(Please transfer this amount to Exhibitor Order Form Payment and Total Page - Section 8) \$

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.

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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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