



**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](mailto:eventservices@calgarystampede.com)

**Advance Pricing deadline is 14 days prior to the 1<sup>st</sup> 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 - \*Internet and Phone line Services - Exhibitor Order Form

Calgary Stampede Event Services

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

Phone: 403-261-0377

Fax: 403-261-0144

Email: [eventservices@calgarystampede.com](mailto:eventservices@calgarystampede.com)

**Exhibitor Information**

Event:

Event Dates:

Booth Number:

Exhibitor Booth 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. Orders must be received and paid 14 days prior to first day of Event move in to qualify for Advance pricing.

Quantity Units	<b>*Enhanced</b> Wired Internet Service – 1 valid static IP Address of DHCP assigned address provided. Service guarantee of 5 down 3 up	Unit price for Event Advance order	Unit price for Event when ordered placed/received After Advance deadline date	Amount
	Enhanced Wired Internet – 1 Event Day Service	\$330.00	\$429.00	
	Enhanced Wired Internet – 2 Event Day Service	\$594.00	\$772.20	
	Enhanced Wired Internet – 3 Event Day Service	\$841.50	\$1093.95	
	Enhanced Wired Internet – 4 -5 Event Day Service	\$990.00	\$1287.00	

Quantity Units	<b>*Standard</b> Wired Internet Service – Basic Browsing – DHCP assigned address, shared service. No speed guarantee	Unit price for Event Advance order	Unit price for Event when ordered placed/received After Advance deadline date	Amount
	Standard Wired Internet – 1 Event Day Service	\$110.00	\$143.00	
	Standard Wired Internet – 2 Event Day Service	\$198.00	\$257.40	
	Standard Wired Internet – 3 Event Day Service	\$280.50	\$364.65	
	Standard Wired Internet – 4-5 Event Day Service	\$330.00	\$429.00	

Quantity Units	<b>*Wireless</b> Internet Service – 1 wireless access code per computer/device. Computers/devices cannot be swapped out, non-transferrable. No speed guarantee. Codes available for pickup only at the Calgary Stampede Event Services Order Desk during Event Move in. During event move in Wireless Internet can be ordered direct from the users device/computer directly and not available to pre-purchase, see Event Services for information sheet.	Unit price for Event Advance order	Unit price for Event when ordered placed/received After Advance deadline date	Amount
	Wireless Internet – 1 Event Day Service	\$75.00	\$97.50	
	Wireless Internet – 2 Event Day Service	\$135.00	\$175.50	
	Wireless Internet – 3 Event Day Service	\$191.25	\$248.65	
	Wireless Internet – 4-5 Event Day Service	\$225.00	\$292.50	

Quantity Units	<b><u>*Additional IP Address, Switch; Cat5; Custom</u></b>	<b><u>Unit price</u> <u>Per Day</u> Advance Order</b>	<b><u>Unit price</u> <u>Per Day</u> when ordered placed/received After Advance deadline date</b>	Amount
	Additional IP Address (s) - (Enhanced wired line must be ordered first)	\$50.00	\$65.00	
	Switch - (for Enhanced line and additional IP addresses only)	\$75.00	\$97.50	
	CAT5 Cabling	\$.30/foot	\$.40/foot	
	Custom Internet or Networks Provided by quote based on requirements, Provide details of what you require below. (Must be ordered by advance date)	<b>Quote Only</b>	<b>N/A</b>	
	Bulk Internet Basic Browsing with Sponsorship – based on requirements - Provide details below	<b>Quote Only</b>	<b>Quote Only</b>	
	<b>Outdoor Service Surcharge Plus 50%</b> per wired internet line. This will apply to all wired internet placed in tents and parking lot space that is outside of a permanent building.			
	<b>Under carpet Surcharge Plus 50%</b> per wired internet line that is required to be placed under carpet/flooring. Floor plan must be provided by Advance Deadline Rate Date, if not received by this date this service cannot be provided. See Floor Plan Grid page Section 1 page 5.			

Quantity Units	<b>*Phone Services – Electrical not included</b>	<b><u>Unit price</u> for <u>Event</u> Advance order</b>	<b><u>Unit price</u> <u>Per Day</u> when ordered placed/received After Advance deadline date</b>	Amount
	Phone line for Credit Card/Debit terminal (analog) (terminal must be programmed to dial 9)	\$185.00	\$240.50	
	Phone line w/ handset if required (analog) (Dial 9 for outside access)	\$185.00	\$240.50	
	Fax Line – does not include Fax machine (analog) (Dial 9 for outside access)	\$185.00	\$240.50	
	Voice Mail add on (must be ordered by advance deadline)	\$30.00	\$39.00	
	Outdoor Phone line (analog) (Dial 9 for outside access)	\$278.00	\$361.40	
	ISDN or other dedicated circuits (require 4 week advance order). - Limited Supply. Will be discontinued in 2019 and no longer available.	\$375.00	\$487.50	
	Long distance for Phone Line (must be requested in advance)	<b>Charged after event</b>	<b>Charged after event</b>	
	Long distance for Fax Line (must be requested in advance)	<b>Charged after event</b>	<b>Charged after event</b>	
	<b>Under carpet Surcharge Plus 50%</b> per phone line that is required to be placed under carpet/flooring. Floor plan must be provided by Advance Deadline Rate Date, if not received by this date this service cannot be provided. See Floor Plan Grid page Section 1 page 5.			

**\*\* Important Internet and phone service terms and conditions.**

\* denotes services provided exclusively by the Calgary Exhibition and Stampede.

- ~ Routers are not permitted.
- ~ Electrical is not included in internet pricing.
- ~ Under carpet/Flooring surcharge Plus 50% per unit.
- ~ Outdoor Wired Internet surcharge Plus 35% per unit.
- ~ The Calgary Exhibition and Stampede reserves the right to reduce/disconnect services to computer/device that has been detected to have viruses.
- ~ The Calgary Exhibition and Stampede reserves the right to reduce/disconnect services that conflict with the internet system.
- ~ Credit will not be given for service installed and not used.
- ~ 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.
- ~ Internet access is not included with phone services.
- ~ Long distance charges will appear on your credit card following the event. Credit Card number is required for Long Distance requests.
- ~ pricing does not include applicable GST
- ~ **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.**

~Customer shall not and shall not permit any of its users or other third parties to:

- (a) disclose private communications without permission to parties other than the intended recipient, or the disclosure of confidential information;
- (b) restrict or inhibit any other user from using and enjoying the Internet;
- (c) post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
- (d) post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;
- (e) upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or rightholder; or
- (f) abuse or fraudulently use the Internet in any way not specifically set forth above.

~ **Limitation of Liability**

- (a) Customer understands that Customer and its users may access the Internet through the service. Customer understands further that neither the Calgary Exhibition and Stampede nor its Internet Service Provider operate or control the Internet in any way, and that all merchandise, information and services offered or made available or accessible on the Internet are offered or made available or accessible by third parties.
- (b) Customer assumes total responsibility and risk for Customer's and its users' use of the service and the Internet. Neither the Calgary Stampede and Exhibition nor its Internet Service Provider make any express or implied warranties, representations or endorsements whatsoever (including without limitation warranties of title or noninfringement, or the implied warranties of merchantability or fitness for a particular purpose) with regard to any merchandise, information or service provided through the Internet, and neither the Calgary Exhibition and Stampede nor its Internet Service Provider shall be liable for any cost or damage arising either directly or indirectly from any such transaction. It is solely Customer's and its users' responsibility to evaluate

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the accuracy, completeness and usefulness of all opinions, advice, services and other information, and the quality and merchantability of all merchandise, provided on the Internet generally.

- (c) Customer understands further that the Internet contains unedited materials some of which are sexually explicit or may be offensive to some people. Customer and its users access such materials at their own risk. The Calgary Exhibition and Stampede and its Internet Service Provider have no control over and accept no responsibility whatsoever for such materials.
- (d) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied, including but not limited to warranties of title, noninfringement or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the Calgary Exhibition and Stampede or its Internet Service Provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the Calgary Stampede and Exhibition nor its Internet Service Provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the Internet is free of viruses, worms, trojan horses or other harmful components.
- (e) Under no circumstances shall the Calgary Exhibition and Stampede or its Internet Service Provider or their affiliates or contractors be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from Customer's or its users' use of or inability to use the service or to access the Internet or any part thereof, or Customer's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
- (f) Without in any manner limiting the express limitations contained in this section, neither the Calgary Exhibition and Stampede nor its Internet Service Provider shall be liable to Customer or its users or any other parties for any:
  - (i) act or omission of a telecommunications carrier whose facilities are used in establishing connections;
  - (ii) disclosure of private communications to parties other than the intended recipient, or the disclosure of confidential information;
  - (iii) restriction or inhibition imposed by a third party;
  - (iv) posting, transmittal or receipt of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
  - (v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;
  - (vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;
  - (vii) infringement of patents or other proprietary rights; or
  - (viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.

The Calgary Exhibition and Stampede recommends that clients have administrative rights to all devices that will be connected to the Calgary Exhibition and Stampede Visitors network.

I agree to the terms and conditions as outlined above.

Exhibitor Initial \_\_\_\_\_ Date: \_\_\_\_\_

**Section 4 - Sub Total pages 1 and 2**

**\$**

**Total this section – Internet and Phone Line**

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

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

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

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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

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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