



We're Greatest Together.



Sales and Event Management User Guide 2012

Toll Free: 1.800.661.1260 | Phone: 403.261.0531 | Fax: 403.261.0421

Email: sales@calgarystampede.com | Website: calgarystampede.com



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Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.

If there is anything which is not covered in the guide, Calgary Exhibition and Stampede Limited reserves the right to determine the necessary considerations on an as-needed basis.

Message from our Team Lead Hand

Welcome to Calgary and to Stampede Park – the home of the world famous Calgary Stampede and Calgary's most versatile event venues.

I would like to take this opportunity to thank you for choosing Stampede Park for your upcoming event.

Poised between the picturesque Canadian Rocky Mountains and the rolling Alberta prairies, Calgary offers a wide panorama of attractions and experiences, all with a distinctive touch of western hospitality.



Visitors from around the world come to Calgary year-round to enjoy world-class dining and shopping, theatres, museums, parks, exciting night life, all within day-trip distance to the natural beauty of Banff National Park.

Stampede Park, with over 450,000 square feet of space has a unique ability to host any event imaginable. With elegant, state-of-the-art meeting rooms; flexible, fully equipped exhibition halls; a comfortable and intimate theatre; the Grandstand; Stampede Corral arena; numerous outdoor venues; and Rotary House, a rustic log cabin. Stampede Park is equipped to accommodate your event and will do it with style.

Our professional, experienced staff is your key to a memorable event for you and your guests. We invite you to contact us with any questions and concerns you may have.

It is our pleasure to welcome you to our Park, and we wish you success with your event.

Sincerely,

A handwritten signature in black ink that reads "Linda McIntyre". The signature is fluid and cursive, written over a light grey rectangular background.

Linda McIntyre
Director, Sales and Event Management

**Our professional,
experienced staff is your
key to a memorable event
for you and your guests.**

Our Team

Sales Team

Our team will work with you to bring your event to Stampede Park and guide you through coordinating site tours, venue selection and availability and provide you with a contract to finalize your booking.

Venue Services Team

Once the venue contract has been fully executed, an Event Coordinator will be assigned to your event. Your coordinator is your central line of communication between your team and our internal service departments. They will assist you through the planning of services such as: Venue Services, Event Services, Parking, Security, Medical, Ticket Taking/Ushering, Safety and Environmental.

Your Event Coordinator is responsible for gathering and distributing all of your event requirements, ensuring your event is well planned and executed.

Through pre-event planning, onsite event coverage, post-event evaluation and future date bookings your Event Coordinator will guide you through a successful event experience.



Our Team */continued*

Venue Maintenance Team

Our Venue Maintenance Team maintains the highest standards of cleaning for all our venues and strives to provide your guests with the best experience possible. When booking an event at Calgary Stampede our standards ensure that all public restrooms, lobbies and corridors are maintained from move-in to move-out.

Event Services Team

Our well-trained and experienced staff in both venue management and service support provide in-house services and expertise in audio visual, electrical, staging, custom signs/banners, telecommunications and themed events.

Mechanical Operations Team

Our Mechanical Operations Team will work directly with your Event Coordinator to ensure all heating, ventilation and air conditioning systems are working to maintain the comfort of all staff, exhibitors and guests. During pre-event planning with your Event Coordinator, make sure to communicate any specific details which may impact these critical building systems.

Food and Beverage Team

Our professional Food and Beverage team can provide the perfect menu for any event. Under the guidance of our Executive Chef, our team will satisfy your requirements, from gourmet sandwiches to a formal dinner to a Food Fair or concessions. We are pleased to offer special dietary menus.



Grown right. Here.

We are proud to support our local Alberta Growers through our “Grown Right. Here.” initiative. Our menus feature products from local producers.

Please discuss your food and beverage requirements with your Event Coordinator no less than two weeks prior to your event.



Our professional
Food and Beverage team
can provide the perfect
menu for any event.

Our Venues



BMO Centre Exhibit Halls A to E

Showcasing 250,000 square feet of contiguous exhibit space, seven ground level access doors and nine loading docks, this space offers the flexibility to meet the needs of events large and small.

BMO Centre Meeting and Function Space

Palomino Ballroom: The 12,000 square foot Palomino Ballroom is divisible into a number of different layouts, from two 6,000 square foot meeting locations to six 1,000 square foot breakout rooms.

Arabian Room: The Arabian Room provides 2,856 square feet of meeting space, divisible into three equal sized rooms.

Mustang Room: The Mustang Room provides 2,712 square feet of intimate meeting space.

Quarter Horse Room: The Quarter Horse Room provides 1,395 square feet of meeting space, divisible into three room sizes.

Pre-Function: Our Pre-Function space provides the setting for event registration, information booths, receptions, cocktail parties, and other activities.

Stampede Corral Arena

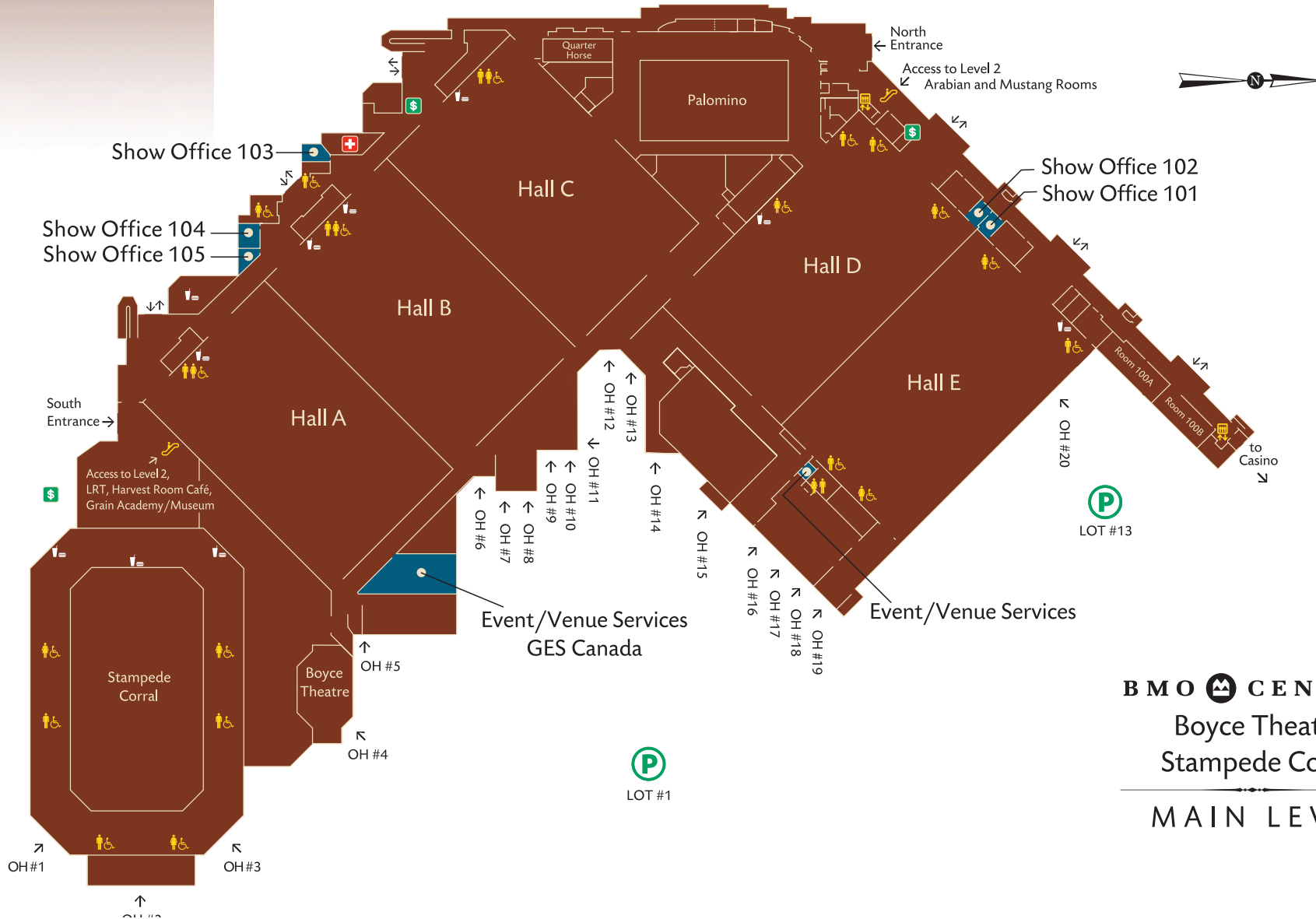
This versatile arena is ideally suited for a wide range of events. With a seating capacity of 6,475 guests and state-of-the-art sound system, the Stampede Corral hosts performing artists touring in Calgary. In addition, the Stampede Corral offers an additional 20,000 square feet for expanding a show floor from BMO Centre Hall A.

Wrangler's Rooms: Wrangler's rooms A and B are available for use in conjunction with the Stampede Corral for a variety of uses, including green room space, receptions or show offices.

The Boyce Theatre

The newly renovated the Boyce Theatre, featuring a private reception area, green rooms and updated lighting and sound systems, offers a private theatre experience for up to 500 guests.

Our Venues /continued



BMO CENTRE
 Boyce Theatre
 Stampede Corral
 MAIN LEVEL



Our Venues */continued*

Rotary House

The Rotary House is a rustic log cabin in the heart of the city and the centre of Stampede Park. Log walls, a stone fireplace and lush landscaping make it a great setting for meetings and special events.

Big Four Building

Big Four Halls A to C: Showcasing 118,688 square feet of exhibit space and two ground level overhead access doors, this space offers the flexibility to meet the needs of any event. (Halls A,B: continuous 59,512 square feet. Hall C: 59,176 square feet.)

Meeting Rooms: Meeting rooms are available for rent in conjunction with the Big Four exhibit halls. These rooms are great as breakout space or meeting rooms for smaller events.

Multi-Purpose Room: Located in Big Four Hall B, this room provides extra space for storage, coat check, a private discussion area, or more.

Grandstand

The Grandstand features seating for 17,000 and standing room for 8,000; and over 50,000 square feet of exhibit space on multiple levels, and contemporary lounge and private club-style venue.

Agriculture Building

The Agriculture Building is comprised of the North, South, Main and Victoria Pavilions. The Victoria Pavilion is equipped with arena seating – a great location for sales, auctions and sporting events. The Main Pavilion provides 36,000 square feet of exhibit space, a wash rack area, show offices and an exhibitors lounge. For large functions, additional space is available in our Big Top Show Ring – a 17,000 square foot tent structure only steps away.

Seasonal

Indian Village: A fully serviced natural park on Stampede Park is available for an afternoon cocktail party, barbeque or company picnic.

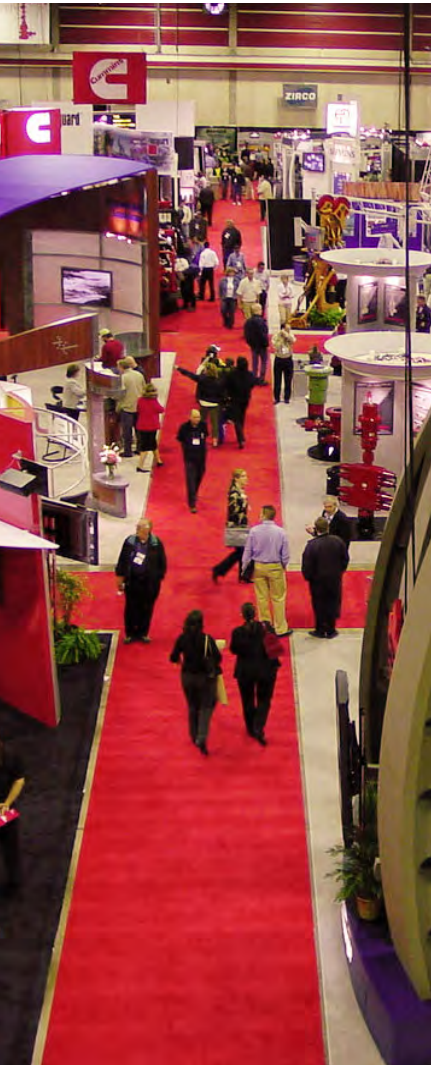
Suntree Park: Fashioned after an early 1900s prairie town, Suntree Park is a welcomed break from the hustle of twenty-first century living.

Venue Specifications

| | Size (ft ²) | Size (m ²) | Capacity | | | | Columns | Type of Floor | Ceiling Height |
|---|-------------------------|------------------------|----------|---------|-----------|-----------|------------------|---------------|-------------------------|
| | | | Theatre | Banquet | Reception | Classroom | | | |
| BMO Centre Exhibit Hall | | | | | | | | | |
| Hall A | 50,000 | 4,645 | 1,900 | 1,500 | 1,900 | 1,400 | 12 - 29'4" x 59' | concrete | 17'2" |
| Hall B | 50,000 | 4,645 | 3,000 | 2,000 | 3,000 | 2,000 | column free | concrete | 29'6" to truss |
| Hall C | 50,000 | 4,645 | 2,500 | 1,500 | 2,500 | 1,800 | 12 - 39'4" x 59' | concrete | 17'2" |
| Hall D | 50,000 | 4,645 | 3,000 | 2,000 | 3,000 | 2,000 | column free | concrete | 29'6" to truss |
| Hall E | 50,000 | 4,645 | 3,000 | 2,000 | 3,000 | 2,000 | column free | concrete | 35' to truss |
| BMO Centre Function Rooms | | | | | | | | | |
| Palomino Room (divisible into 8 rooms) | 12,000 | 1,115 | 1,000 | 700 | 1,000 | 500 | column free | carpeted | 15'5" to light fixtures |
| Quarter Horse Room (divisible into 3 rooms) | 1,386 | 129 | 75 | 50 | 75 | 40 | column free | carpeted | 11'8" |
| Arabian Room (divisible into 3 rooms) | 2,856 | 265 | 200 | 144 | 200 | 120 | column free | carpeted | 8'9" |
| Mustang Room | 2,712 | 252 | 150 | 160 | 200 | 120 | column free | carpeted | 8'9" |
| Room 100A | 1,662 | 154 | 142 | 72 | 142 | 80 | column free | carpeted | 11'8" |
| Room 100B | 1,332 | 124 | 59 | 59 | 59 | 59 | column free | carpeted | 11'8" |
| Room 110 | 126 | 12 | — | — | — | — | column free | carpeted | 11'8" |
| The Boyce Theatre | | | | | | | | | |
| Amphitheater/Stage | 1,000 | 93 | 500 | 100 | 500 | 150 | — | variable | 44' to beams |
| Upper Deck Lounge | 876 | 81 | 90 | — | — | — | — | variable | — |
| Stampede Corral Arena | | | | | | | | | |
| Arena (Seat Deck) | — | — | 6,450 | — | — | — | — | concrete | — |
| Floor | 17,000 | 1,579 | — | 800 | 1000 | 700 | — | concrete | 44' to beams |
| Concourse | 8,100 | 753 | — | — | — | — | — | concrete | — |
| Wrangler's Room A | 830 | 77 | — | — | — | — | — | carpeted | — |
| Wrangler's Room B | 904 | 84 | — | — | — | — | — | carpeted | — |
| Big Four Building | | | | | | | | | |
| Hall A | 32,431 | 3,013 | 1,400 | 800 | 1,000 | — | 5 | concrete | 29'8" |
| Hall B | 27,081 | 2,516 | 1,400 | 800 | 1,000 | — | 4 | concrete | 29'8" |
| Hall C | 59,176 | 5,498 | 2,000 | 2,700 | 2,000 | — | 55 | concrete | 29'8" |
| Burns Room | 1,640 | 152 | 100 | — | — | — | — | carpeted | — |
| MacLean Room | 1,534 | 143 | 100 | — | — | — | — | carpeted | — |
| Lane Room | 216 | 20 | — | — | — | — | — | carpeted | — |
| Cross Room | 1,850 | 172 | 90 | — | — | — | — | carpeted | — |

Venue Specifications */continued*

| | Size (ft ²) | Size (m ²) | Capacity | | | | Columns | Type of Floor | Ceiling Height |
|-------------------------------------|-------------------------|------------------------|--------------------|---------|------------------|-----------|---------------------|---------------|----------------|
| | | | Theatre | Banquet | Reception | Classroom | | | |
| Rotary House | | | | | | | | | |
| Log Cabin | 3,000 | 279 | 150 | 125 | 180 | – | – | variable | – |
| Grandstand | | | | | | | | | |
| Entire Building | – | – | 17,000 (Seat Deck) | | 8,000 (Standing) | | – | variable | – |
| Level I | 34,158 | 3,173 | 400 | 250 | – | – | 21 in 41' intervals | concrete | 16' |
| Level II | 21,487 | 1,996 | 125 | 100 | 150 | – | – | concrete | 9' |
| Level III – ranahan's | 13,500 | 1,254 | – | 274 | – | – | column free | variable | – |
| Level IV | – | – | – | 220 | 300 | – | – | carpeted | – |
| Level IV – The Lazy S club | – | – | – | 497 | – | – | – | carpeted | – |
| Lazy S Meeting room A | 936 | 87 | – | – | – | – | – | carpeted | – |
| Lazy S Meeting room B | 1,404 | 130 | – | – | – | – | – | carpeted | – |
| Agricultural Building | | | | | | | | | |
| Main Pavilion | 36,158 | 3,359 | – | – | – | – | – | concrete | – |
| North Pavilion (under construction) | 19,600 | 1,821 | – | – | – | – | – | concrete | – |
| South Pavilion | 17,172 | 1,595 | – | – | – | – | – | concrete | – |
| Victoria Pavilion | 4,512 | 419 | 1,800 | – | – | – | – | concrete | – |
| Blue Room | 4,800 | 446 | – | 180 | 250 | – | – | carpeted | – |
| Big Top (through July 2012) | 21,250 | 1974 | 1,200 | – | – | – | – | dirt | – |



Address and Courier Information

Stampede Park Mailing Address

Box 1060, Station M, Calgary Alberta, T2P 2K8

Headquarters Office Courier Address

1410 Olympic Way SE, Calgary, Alberta T2G 2W1

BMO Centre Courier Address

20 Roundup Way SE, Calgary, Alberta T2G 2W1

Big Four Courier Address

1801 Big Four Trail SE, Calgary, Alberta T2G 2W1

Corral Courier Address

10 Corral Trail SE, Calgary, Alberta T2G 2W1

Grandstand Courier Address

2200 Stampede Way SE

Rotary House Courier Address

1701 Big Four Trail SE

Please note:

It is the responsibility of your on-site display company to provide material handling services and to sign for all couriered items. Please be advised that Calgary Stampede will not accept couriered items prior to your event move-in date.

Please ensure the following is included on all deliveries and courier packing slips:

The event name, the business name, booth number, loading dock number and building location.

Please refer to the below example:

Event Name and Date
c/o exhibitor company, booth #
BMO Centre
Door #6
20 Roundup Way SE
Calgary, Alberta
T2G 2W1

Approximate
driving time from
Calgary International
Airport: 20 minutes

Driving Directions

Directions from the Calgary International Airport; north of the city:

- Head north toward Airport Rd NE (west)
- Turn left toward 19 St NE
- Turn right at 19 St NE
- Turn left at Airport Trail NE (west)
- Take the ramp onto AB-2 (south)
- Take exit 256 for Memorial Drive (west)
- Merge onto Memorial Drive NE
- Take the 4 Avenue South ramp to City Centre
- Continue straight onto 4 Ave SE (west)
- Turn left at 1 St SE (south)
- Turn left at 12 Ave SE (east)
- Turn right at the 3rd cross street onto Olympic Way SE continue on Olympic Way and arrive at Stampede Park

Directions from east of the city:

- Head west on 16 Avenue NE (Hwy 1)
- Continue on 16 Avenue, past Deerfoot Trail
- Turn left on Edmonton Trail NE
- Continue on 4 Street SE as it crosses the river and turns into 4 Avenue SE
- Turn left onto 1 Street SE
- Turn left onto 12 Avenue SE
- Turn right onto Olympic Way SE
- Arrive at Stampede Park

Directions from south of the city:

- Head north on Deerfoot Trail (Hwy 2)
- Take exit 254 towards Blackfoot Trail
- Merge onto 17 Avenue SE
- Continue West on 17 Avenue SE by turning right at 17 A Street SE and then turning left on 17 Avenue SE
- Slight right onto 9 Avenue
- Turn left onto 8 Street SE
- Turn right onto MacDonald Avenue
- Turn left onto 7 Street SE directly after bridge 7 Street turns into 12 Avenue SE, continue on 12 Avenue SE
- Turn left onto Olympic Way SE
- Arrive at Stampede Park

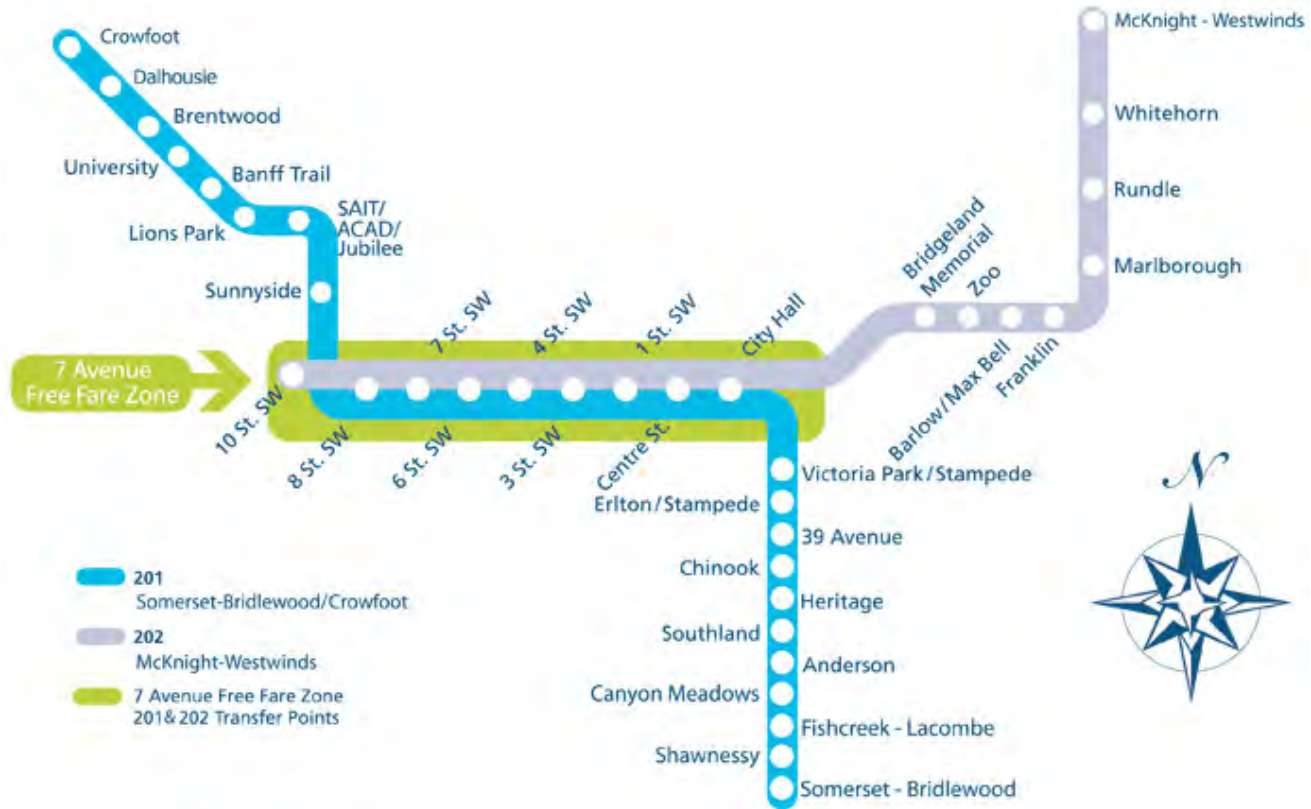
Directions from west of the city:

- Head east on Highway 1
- Exit onto Sarcee Trail SW
- Turn left onto Bow Trail SW
- Slight left onto 9 Avenue SW
- Continue straight to stay on 9 Avenue SW
- Pass Centre Street
- Turn right at 1 Street SE
- Turn left onto 12 Avenue SE
- Turn right onto Olympic Way SE
- Arrive at Stampede Park



Public Transit Access

Stampede Park is conveniently located adjacent to two Light Rail Transit (LRT) stops on the 201 Dalhousie-Somerset/Bridlewood line.



The Victoria Park/
 Stampede LRT Station
 offers direct access
 to BMO Centre.

The Erlton/Stampede
 LRT Station offers access
 to the south end of
 Stampede Park.

For further Calgary Transit service and fares information, please go to www.calgarytransit.com

General Information

International Alliance of Theatrical Stage Employees (I.A.T.S.E.) Policy

For any events requiring specialized lighting, sound and other theatrical equipment for event performances, labour must be exclusively contracted/completed by employees of Local 212. The nature of work performed by members of I.A.T.S.E., Local 212 shall include the following trades, crafts and occupations: stage carpenter, ground rigger, flyman, high rigger, property man, lighting control operator (not for house lights), spotlight operator, stationary lighting operator, scenery painter, make-up artist, truck loader. For further information please contact your Event Coordinator.

It is the responsibility of each event promoter to order and pay for IATSE services. Contact IATSE or call 403.250.2199 to speak with an IATSE representative.

Mavericks Restaurant

Mavericks in the Big Four Building features western style cuisine in a casual atmosphere. The restaurant is open during most trade events. Call the event hotline for hours of operation at 403.261.9178.

Mavericks is an officially licensed NHL Centre-Ice venue featuring multiple games on ExPressVu HD, a 120-inch projector screen and several plasma TVs. There is a pre-game buffet prior to all regular season home games of the Calgary Flames. These buffets are very popular and reservations are recommended.

Grain Academy

Located on the second floor of BMO Centre at Stampede Park, the Grain Academy features several displays and working models about grain production and transportation in Canada. A centennial gift of the Alberta Wheat Pool (now Agricore), this unique museum is open year-round for viewing (free of charge) by the general public and school groups. Please visit the website or call 403.263.4594 for operating hours.

Stampede Store

The Calgary Stampede Store offers a wide selection of Stampede merchandise as well as other unique western gifts and souvenirs. Located inside the south entrance of BMO Centre, the store is open Monday to Friday from 10 a.m. to 5 p.m., and Saturday from 11 a.m. to 4 p.m.

In addition to the mid-range to high-end products exclusive to the Calgary Stampede store, there are opportunities available for corporate branding. Call 403.261.0355 for details.



Booking Procedures

Venue Availability

If you are a first time client, please contact our office at 403.261.0216 or 403.261.0581 to discuss venue availability. If you have held an event at Stampede Park before, please contact your Event Coordinator at 403.261.0210.

Tentative Booking

After an event is tentatively booked, a License Agreement will be sent for your review. Please note that a booking is considered tentative and subject to cancellation until such time that it becomes confirmed – please refer to the booking procedure below.

To Confirm a Booking

You must:

1. Submit a non-refundable deposit. Should your event be 60 days or more in the future, 30% of the room rental is requested as a non-refundable deposit. Should your event be within 60 days of the deposit due, the full rental is required as a non-refundable deposit.
2. Submit a fully executed license agreement.

Note: No agreement is confirmed until the contract has been signed by the authorized representatives of both parties and all payments received by Calgary Exhibition and Stampede Limited.

Event Coordinators

Once the venue license agreement has been fully executed, an Event Coordinator will represent Calgary Stampede and assist in coordinating your venue requirements to ensure a successful event. Any questions regarding Stampede Park and its services should be directed to your Event Coordinator.

An Event Coordinator
will represent
Calgary Stampede
and assist in coordinating
your venue requirements
to ensure a
successful event.



Event Timeline: Trade/Consumer Shows, Attractions

This timeline is to assist you with planning your event at the Calgary Stampede. Your Event Coordinator is dedicated to helping you make your event happen as seamlessly as possible. If any of the points are unclear, please do not hesitate to speak to your Event Coordinator.

Anytime

Tour of the Calgary Exhibition and Stampede

- If you are not familiar with the venue, arrange a tour with your Event Coordinator. If you are a first time client of the Calgary Stampede, please call 403.261.0216 or 403.261.0581.

License Agreement and Deposits

- To confirm your booking please submit your signed license agreement and non-refundable initial deposit (please refer to your license agreement section 2 [i] for amount and date required).
- Balance of payment will be required 30 days prior to Event Move-in (please refer to your license agreement section 2 [ii] for amount and date required).

Preliminary Discussion on Event

- Consult with your Event Coordinator on your requirements and cost estimates.
- Inform Event Coordinator of event details (see below).
- Request Event Service Order Forms for your Exhibitors from your Event Coordinator.

Event Requirements

- All Event Requirements must be finalized 14 days prior to your event.
- A Standardized floor plan must be submitted for acceptance by the Fire Marshall.
- Please supply a copy of insurance naming Calgary Stampede and City of Calgary as co-insured.
- Provide your Event Coordinator with complementary passes.
- An Estimate of Services will be provided to you 14 days prior to your Event.
- Review total event cost estimate with your Event Coordinator.
- Determine food and beverage menus and review costs and arrangements with Event Coordinator.

Event Settlement

- A Final Settlement will be sent to you within 14 days of event. Final payment is required upon receipt.
- Please complete the Event Services Evaluation form, which will be arriving in the mail within 2 weeks of your event and fax/send to your Event Coordinator. We need and appreciate your feedback!

30 – 60 days prior to event

14 days prior to event

After the event



Event Timeline: Meetings, Weddings, Special Events

Please do not hesitate to speak to your Event Coordinator if any of the following points are unclear.

Tour of the Calgary Exhibition and Stampede

- Preview the venue if you are not already familiar with it. A tour can be arranged by appointment with your Event Coordinator or by calling 403.261.0216 or 403.261.0581.
- Book your venue; current booking policy allows for bookings to be held up to fourteen (14) days free of charge before a non-refundable deposit is required to confirm your event.

Preliminary Discussion of Event

- Consult with your Event Coordinator on your requirements and cost estimates.
- Inform Event Coordinator of event details (see below).
- Request Event Service Order Forms for your Exhibitors from your Event Coordinator.
- Deposit of 30% of estimated food and beverage will be due.

License Agreement and Deposits

- To confirm your booking please submit your signed license agreement and non-refundable initial deposit.
- Balance of payment will be required 14 days prior to Event.

Second Progress Payment

- Second progress payment of 20% of estimate of services will be due.

Event Requirements

- All Event Requirements must be finalized 14 days prior to your event.
- Review total event cost estimate with your Event Coordinator. Full payment of all estimated services is due.
- A Standardized floor plan must be submitted for acceptance by the Fire Marshall.
- Please supply a copy of insurance naming Calgary Stampede and City of Calgary as co-insured.
- Inform your coordinator of special dietary needs requirements.

Catering Confirmation

- Please confirm the guaranteed number of guests with your coordinator.

Event Settlement

- A Final Settlement will be sent to you within 14 days of event. Final payment is required upon receipt.
- Please complete the Event Services Evaluation form, which will be arriving in the mail within two weeks of your event and fax/send to your Event Coordinator. We need and appreciate your feedback!

Anytime

6 months prior to event

3 months prior to event

30 – 60 days prior to event
(depends on event)

14 days prior to event

5 business days prior event

After the event



Stampede Park Catering is the exclusive supplier of food and beverage service.

No outside food or beverage is to be supplied to event without prior approval from Calgary Stampede Event Management.

It is the responsibility of Show Management to ensure that all exhibitors in their event comply with this exclusive arrangement.

All prices are subject to 15% Gratuity and 5% GST (Gratuity not applicable to concessions services)



On Park Dining / Food and Beverage

Mavericks

Mavericks is in the Big Four Building and features western style cuisine in a casual atmosphere. The restaurant is open weekdays for lunch at 11 a.m. and evenings and weekends for major concert and trade events. Call the event hotline for hours of operation at 403.261.9178.

- Mavericks is an officially licensed NHL Centre-Ice venue featuring multiple games on ExPressVu HD, a 120-inch projector screen and several plasma TVs. There is a pre-game buffet prior to all regular season home games of the Calgary Flames. These buffets are very popular and reservations are recommended.
- Special function space is also available for groups between 25 to 350 people. For more information call 403.261.0108.

Calgary Stampede Catering

Calgary Stampede's Catering menu has been designed by our Executive Chef to meet all of your culinary needs. Please view our extensive catering menu on our website.

Exhibitors' Lounge

Located in BMO Centre front concourse outside of Hall A, the Exhibitors' Lounge is a place for your Exhibitors to dine in a quiet location away from the show floor. Please discuss menu options and hours of operation with your Event Coordinator.

Food Fairs

If the event warrants, a Food Fair Area (provided available space) can be arranged by our Catering department to be located on your show floor. Please discuss menu options and hours of operation with your Event Coordinator.

Concessions

Concession stands are located in each hall of BMO Centre and in one central location of the Big Four Building. Please discuss hours of operation with your Event Coordinator.

Concessionaires

Calgary Stampede must approve in advance any concessionaire/exhibitor where food products are sold or sampled during a show. The Show Manager will be responsible for the specific fee for each exhibitor/concessionaire. A copy of the concessionaire's agreement is available at our website.

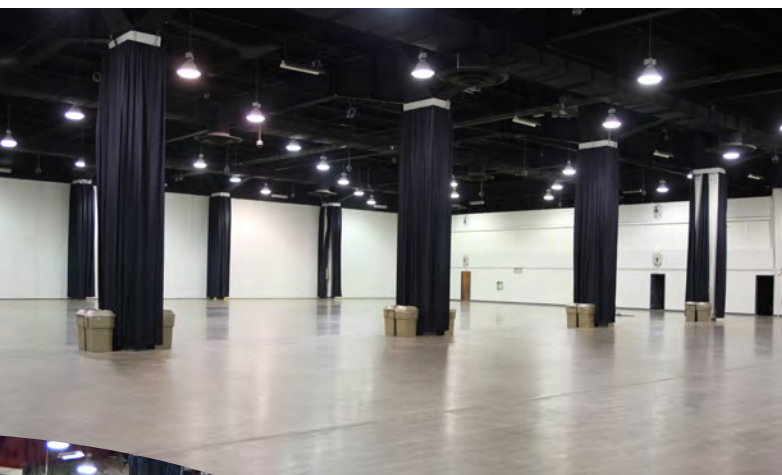
Venue Information

Venue Occupancy

- Rental of the venue includes the contracted use of the hall space, basic maintenance, house lighting, ventilation, heating/air conditioning and the possible use of a show office and ticket booth at select locations.
- Space occupancy commences at 8 a.m. on the first contracted day, to midnight on the last contracted day.

Show Offices

- A show office is supplied to each event in BMO Centre, Stampede Corral and the Big Four building, free of charge.
- Each show office includes one telephone line (local capabilities) and one paging microphone.



Show Floor Plans

- All floor plans must be submitted to the Event Coordinator for approval by the City of Calgary Fire Department. All floor plans submitted shall be completely representative of the halls and/or areas in which events are held and include fire hose standpipe closet, exits, aisles, and man doors in air walls, etc. A copy of the approved floor plan must be on file with the Event Coordinator 60 days prior to event.
- A detailed floor plan of the exhibit area is required for submission to the Fire Marshall for approval no later than two weeks prior to move-in. Please refer to the City of Calgary fire regulations prior to submitting a floor plan.
- It is the responsibility of the client to ensure that an updated floor plan is received by the Event Coordinator at least three days prior to move in for an event. Charges will be forwarded to client for last minute changes/orders.



Exhibitors List

- Please provide an exhibitor list two weeks prior to event move-in.
- It is the responsibility of the client to ensure that an updated exhibitor list is received by the Event Coordinator at least three days prior to move in for an event. Applicable charges for last minute changes/orders will be the responsibility of the show promoter.

Venue Information */continued*

Storage

- Storage of any kind is prohibited behind back drapes or display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for repacking shall be labeled “EMPTY” and removed from the show floor. It is the responsibility of the Show Management to make arrangements for storage of all crates and packing material. Crate storage areas must be pre-arranged with your Event Coordinator. For approved areas, the Show Management/contractor is to provide, in writing to the Event Coordinator, the proposed storage location. Please note Calgary Stampede is not liable for any damages, losses or security surveillance for storage of crates.
- No forklifts, truck trailers, etc. are to be stored or left before or after the Licensed Period for any events without written authorization from Calgary Stampede. Calgary Stampede shall not be responsible for any equipment left after the contracted move-out day.

Early Access

- Early access for your display company may or may not be available. Access is determined one week prior to your scheduled move-in date. Please coordinate the requested early access times with your Event Coordinator. Display company early access will only be offered if the venue has not been committed to another client or event. Those who do not adhere to this policy risk losing this privilege in the future.
- The maximum amount of time that will be allotted for display company early access is 12 hours and this is only available the day prior to the show manager’s move-in day. Typically, the early access move in times offered will be during regular business hours. Alternate times must be discussed with your Event Coordinator.
- Please contact your Event Coordinator to discuss charges.

Taping/Marking

- Taping or marking is not permitted on painted surfaces, including all walls and concourse floors.
- Please note that any charges for re-painting of any painted surface (as a result of exhibitor or Show Management taping on painted surfaces during your event) will be billed to Show Management. It is strongly suggested that only SCAPA brand tape be used in our venues. All tape must be removed during move out, otherwise a de-taping charge may apply.



Venue Information */continued*

Smoking

In accordance with City of Calgary bylaws, all venues on Stampede Park are non-smoking facilities. Smoking is permitted in outside designated areas only.



Animals

The following are requirements of the Alberta Health Services, Environmental Health for the safe operation of petting zoos or farms:

- Handwash Basins
- Garbage Receptacles and Waste Removal
- Animal Health
- Operational Considerations

For further information please contact your Event Coordinator or Alberta Health Services at 403.943.8060.

Inflatable Amusement Devices

- Please note that any inflatable devices (i.e. bouncing castles), must follow Alberta Safety Codes Act and Regulation 286/2002 as outlined on the Aedarsa website at: www.aedarsa.com/forms/AmusementRides/Inflated
- Furthermore, any such devices must be set up according to manufacturer's specifications, and must be operated by trained staff. Calgary Stampede will request proof of registration and of inspection of the unit.

Motorized Vehicles

- No motorized vehicles may be operated on carpeted areas of the building.
- Exceptions may be authorized through your Event Coordinator. When motorized vehicles are approved for use on carpeted areas, a protective sheet of visqueen, tarpaulin or comparable material as designated by your Event Coordinator us to be used to eliminate damages to carpeted areas.
- Any damages resulting from motorized vehicles will be charged to the Show Management/contractor.

Venue Information */continued*

Carbon Monoxide Regulations

- Calgary Stampede complies with the Calgary Fire Department low alarm condition for carbon monoxide (CO) concentration at 25 ppm. If CO concentration reaches this level, then evacuation should be considered.
- In situations involving children, the elderly or pregnant women, evacuation of these individuals would occur at one half the low alarm – 12 ppm.
- If the high alarm condition is reached – a concentration of 50 ppm – evacuation of the area is mandatory.
- The Health Canada CO exposure limits for adults are:
 - 8 hours at 11 ppm maximum allowed
 - 1 hour at 25 ppm maximum allowed
- For events with a high volume of vehicles entering the halls to unload/load, it will be required that Show Management plan a staggered move in/out of exhibitors in order to prevent a buildup of carbon monoxide.
- The venue will continually monitor levels of CO and inform Show Management if levels are rising to reach a low alarm condition. If a low alarm condition is reached, then vehicle operations will be restricted until levels are back within recommended values. If a high alarm condition is reached, the venue would be evacuated.
- Please be advised that in areas of high vehicle traffic volume, Calgary Stampede staff will not be permitted to continue duties in these areas should CO levels reach a low alarm condition or create uncomfortable working conditions.
- It is important to be aware that CO levels can increase rapidly in areas such as the catwalk and should this occur, work required within these areas will be postponed until safe.
- For events that host activities that produce carbon monoxide emissions, Show Management will be responsible for posting public awareness signs that state the following, at all entrances to that specific area:

*Please be advised that individuals with respiratory concerns, minors, seniors and women who may be pregnant should exercise caution when entering this area.
 Please contact Show Management with any questions or concerns.*





Venue Information */continued*

Event Personnel

All show, service contractor, temporary help and other workers affiliated with an event utilizing Calgary Stampede, must wear an identification badge provided by their respective employer while working in an official capacity on Calgary Stampede property.

Show Managers and service contractors are responsible for the conduct of their personnel. Employees under their supervision, who not comply with Building Rules and Regulations, will be subject to dismissal from the building and may be restricted from the building or premises as deemed appropriate by Calgary Stampede.

Air Walls

The configuration of air walls is complex and time consuming. Any proposed changes should be planned in advance with your Event Coordinator. Your Event Coordinator will assist you in determining if changes, planned or unplanned, are possible and any costs involved in changing the air walls. All air walls are to be moved by Calgary Stampede authorized personnel only.

Insurance

The Stampede requires that all Licensees have comprehensive general liability insurance. Please see your license agreement for insurance requirements for your event or Contact your Event Coordinator for further details.

Licenses and Taxes

The Show Management is responsible for all license and taxes due to the municipal, provincial and federal governments. (Includes municipal business and entertainment licenses/taxes if applicable.)

Room Flips

Please note that room flip charges may apply. Contact your Event Coordinator for details.

Lost and Unreturned Keys

Please note that you will be charged for lost venue keys, or keys not returned to Calgary Stampede at the end of your move-out.



Event Services

Exclusive Services

Calgary Stampede maintains exclusive services in the following areas:

- Plumbing
- Telecommunications (ISDN Lines, Cable Connections)
- Internet
- Banner Hanging
- Electrical Services
- Exhibitor Parking Permits
- Staging

Audio/Visual

Calgary Stampede offers a full service audio/visual department through our Preferred Service Provider. Our prices include installation, electrical, removal and rental of equipment for the entire event, unless otherwise stated. All audio/visual equipment is rented on a per day basis. Please contact your event coordinator to set up a quote.

If audio/visual equipment is supplied from off-site, the necessary power to operate the equipment must be ordered separately. Please note that Calgary Stampede in-house sounds systems are not available for outside contractors to patch into. Outside contractors must provide their own sound equipment, per our Outside Service Providers Policy.

Décor/Event Design

Our award winning in-house professionals will create a custom theme tailored to your event from our wide range of on-site inventory. From trade booth enhancements to elaborate weddings and galas, we do it all.

Electrical Services

At no time will power be left energized to exhibits in Calgary Stampede without an authorized licensed electrician on the premises. All power to exhibits shall be turned off during non-show hours to ensure against potential fire hazards. Exhibitors requiring 24-hour power must arrange this service through the Event Services Department. Please note additional costs will apply for 24-hour power.

Our award winning
in-house professionals
will create a custom theme
tailored to your event.

With in-house
plumbers, carpenters
and electricians,
Calgary Stampede can
offer a wide range of
services to our clients.

Event Services */continued*

Sign Shop

Calgary Stampede has full-time staff available to custom make any signs or banners you may require for your event. Prices are available in the Event Services Planner's Price List, or you can contact your Event Coordinator for a quote on special orders, logos and artwork.

Exhibitor Order Forms

Exhibitor order forms include a full listing of our services available to your exhibitors. Your Event Coordinator will provide you with the required number of hard copies for distribution to all of your exhibitors. Alternatively, an electronic PDF version is available via email. Please ensure that your exhibitors are aware of the significant cost savings for most services ordered in advance (14 days prior to move-in).

Concert Staging and Barricades

Calgary Stampede can build stage areas up to 2700 square feet, and provide up to 100 feet of SICO convert flow-through mesh barricade fencing. Contact your event coordinator for details.

Plumbing Services

Calgary Stampede offers a range of plumbing services including natural gas connections, cold water service, hot water service and sink rentals.

Telephone Services

Calgary Stampede can provide telephone service connections including POS machine dial-up, Show Office fax service and other options.

Internet Services

Calgary Stampede offers a variety of internet options including dynamic, wired dedicated, wireless service (not available in all locations) and outdoor internet services.

Labour Services

With in-house plumbers, carpenters and electricians Calgary Stampede can offer a wide range of services to our clients. We are also able to provide forklift and manlift services with our in-house operators.



Stampede Promotions
can supply you with
almost any item custom
imprinted with your
company logo.



Promotional Opportunities

To assist with promoting your event, Calgary Stampede can provide promotional opportunities subject to availability.

Parking Gates and Big Four Electronic Signage

There are three locations on Stampede Park where your event name will be displayed on electronic signage; the scrolling signs as you enter the Park from both the north and the south, and on the Big Four building, visible from McLeod Trail North. Your event will be displayed at these locations on the first event move-in day.

Calgary Stampede Website

Your event will be listed (by month) on Calgary Stampede website: www.calgarystampede.com. This listing excludes private events not available to general public attendance.

Calgary Stampede Directional Signage

Throughout BMO Centre, there are multiple digital signage opportunities. When your event is the next one in the venue, your event name will be displayed in the appropriate signage.

Exterior signage is permitted with the prior consent of the Stampede. All directional and event signage must be mounted on easels or individual holders and are not to be affixed to columns or walls and must be removed following the conclusion of an event. All signage must be of a printed nature and meet the approval of the Stampede. This also applies to the posting of signs within the exhibit halls.

Stampede Promotions

Stampede Promotions can supply you with almost any item custom imprinted with your company logo including shirts and hats, pens, mugs or golf balls. As Calgary Stampede has access to suppliers from around the world, the types of items are unlimited, and the prices are competitive. Stampede Promotions operates on Stampede Park year round from the Stampede Store. Please call 403.261.0345 for a no-obligation quote.

For further information or to arrange your signage requirements please contact your Event Coordinator.

Our Good Name

The Calgary Stampede is the community's cradle of western heritage and traditions. As a living embodiment of the western values that bind and build our community, the Calgary Stampede is a gathering place which hosts, educates and entertains the world. Please help us maintain the integrity of our brand by always referencing us and our venues as follows:

Places

Stampede Park

In first reference Stampede Park
Note: not Stampede Grounds

In subsequent references the Park
Example *located on the Park*

Other references on-Park
Example *There are many on-Park locations.*

Other references on Park
Example *They came on Park.*

Stampede Corral

In first reference Stampede Corral
In subsequent references the Corral

Boyce Theatre

In first reference the Boyce Theatre
Note: not Archie Boyce Theatre

BMO Centre

In first reference BMO Centre
Note: not the BMO Centre

Other

| | | | | |
|-------------------|----------------------|----------------------|--------------------|-----------------------|
| In all references | Palomino Room | Agriculture Building | Quarter Horse Room | ranahans |
| | Arabian Room | The Lazy S | Mustang Room | Rotary House |
| | Grandstand | Victoria Pavilion | Big Four Building | Weadickville |
| | Nashville North Tent | 30X | Big Top | Scotiabank Saddledome |

Logos

We request that you contact us directly for information regarding the correct use of our logos. The Calgary Stampede logo currently in use is pictured below.



Please ensure all previous Calgary Stampede logos in all promotional materials are replaced. Please contact your coordinator for further information or to request logo files.



The Calgary Stampede
is the community's
cradle of western heritage
and traditions.



Let the friendly

Calgary Stampede staff

help arrange the

particulars that make

for a pleasureable

experience!



Additional Services

Business Centre

The Business Centre is located in BMO Centre main entrance and offers a wide variety of services including: colour and black and white photocopying, workstations (Windows XP, Office 2007) with Internet access, printing, binding, word processing, faxing, transparencies, laminating, access to courier services and basic office supplies.

Please let us know if there are special business services you may require for your event. For further information, contact the Business Centre directly at 403.261.0425.

Hours of Operation: Monday to Friday, 8 a.m. – 4:30 p.m. (Evenings and Weekends as required)

Display Company

Our in-house display company, GES can assist you with a host of exhibit services.

Display services includes: floor layout and design; rental furnishings, carpeting; rental exhibits; pipe and drape; freight and small package handling and a variety of specialized services.

Concierge

Located in BMO Centre main entrance, our Concierge will be happy to assist you and your guests during your event whether it's arranging last minute details to suggesting a great place for dinner.

Coat Check

From September 15 through April 15, Calgary Stampede automatically provides a patron-pay coat check service. This service is run at no cost to the client.

Between April 15 and September 15, this service can be requested at the client's expense. Please see your Event Coordinator for details.

Additional Services */continued*

Bank Machines

There are Automated Teller Machines (ATMs) conveniently located throughout Stampede Park and adjacent Stampede Casino.

BMO Centre – Across from Hall C

Corral/BMO Centre – Main Entrance

Big Four Building – Main Lobby

Grandstand – Main Level (limited accessibility)

Stampede Casino – Main Level

Additional mobile ATMs can be requested – please see your Event Coordinator.

Ticket Sellers

Calgary Stampede Box Office offers a full range of ticket selling services.

In choosing Calgary Stampede for your admission requirements you will receive experienced courteous ticket sellers and supervisors as well as the audit roll tickets for admission sales. Admission reports are compiled at the end of each day for the promoter. All your banking needs are performed by our staff, from the handling of admission payment by the customer, to the revenue being deposited into the bank.

Cash is the norm for payment of admissions at the majority of events and for an additional fee credit and debit cards can be accepted.

Ticket Takers and Ushers

Calgary Stampede's friendly and skilled staff act as the first point of contact for your patrons. Call your event coordinator to discuss ticketing and ushering options.

TicketMaster

Alberta TicketMaster (www.ticketmaster.ca) is the licensed ticket agent of Calgary Stampede.

Calgary Stampede's
friendly and skilled staff
act as the first point of
contact for your patrons.



Medical Services

Medical Services Provides:

- Professional Registered Nursing staff
- Medical Consultant
- Direct access to Emergency Medical Services (911)
- Medical rooms in each of Calgary Stampede main venues, with equipment and skills that are critical in the first few minutes of an emergency, including an AED in each medical room
- Medical Services vehicle equipped with stretcher and basic life support equipment

Registered Nurses

Our Registered Nurses have experience and/or certification in:

- Emergency/Critical care
- Automated External Defibrillator (AED) use
- ACLS (Advanced Cardiac Life Support)
- BCLS (Basic Cardiac Life Support) – minimum standard
- Occupational Health Services

Our Registered Nurses provide:

- Emergency/critical nursing care
- First aid
- Nursing assessments for illness or injury
- Access to a consulting physician
- Referrals to city hospitals
- Occupational Health Services

Benefits of Ordering Medical Services

The added value of requesting medical services for your event are:

- Increase of customer service element of event
- Prompt response for persons should they become ill or injured
- A professional nursing assessment completed and documented at the time of injury
- The charge out rate includes: ALL emergency equipment, medications and treatments on Stampede Park as well as the services of a Registered Nurse.



**Our licensed
Event Security staff
provides the security
required for the safety
of your event and
attending guests.**

Security

Event Security

- Calgary Stampede Security guards provide asset protection and access control functions and are able to effectively respond to and assist with; lost and found inquiries, lost children/parent incidents, first aid and medical calls, property damage reports, safety concerns, and providing direction and assistance to show patrons, etc.
- Our security supervisors are trained in CPR and First Aid, and all guards receive security training in accordance with provincial legislation, Customer Service-CARE, Emergency Response procedures including; Bomb Threat, Fire, Building Evacuation, and Medical response. Security Supervisors oversee all security personnel on the Event and are the targeted first responders for all incidents on the Show Floor. There is always a supervisor available to respond as required to any situation on Park.
- The Calgary Stampede requires, at the Show Management's expense, to provide a sufficient number of security personnel to staff their event. The number shall be as deemed necessary by the Calgary Stampede Security Management. The Event Coordinator will provide you with a schedule and estimate of all security charges prior to the event.

Dispatch

Stampede Dispatch is our 24hr emergency communications centre, also responsible for alarm and CCTV monitoring. Should an incident requiring emergency assistance occur, Stampede's dispatch will notify and coordinate Emergency Services Agencies (Police, Fire and Ambulance) and Park Patrol. Dispatch can be reached at 403.261.0595.

Park Patrol

Stampede's Park Patrol force consists of highly trained Security officers who are on site seven days a week, 24 hours a day. Park Patrol officers are responsible for:

- Providing protective services
- Providing asset protection and effective loss prevention functions and ensuring public safety through highly visible and proactive mobile foot, vehicle and bicycle patrols
- Providing personal escorts
- Crowd and traffic control
- Environmental spill response
- Emergency response for fire and medical
- Acting as a liaison with the Calgary Police Service
- Incident response, investigation and documentation

Fire and Safety

The Calgary Fire Prevention Bureau in conjunction with Calgary Stampede require the adherence to fire safety requirements governing exhibits and displays in places of public or private assembly.

- It is a **requirement** of the Alberta Fire Code 2006, Part 2, Building and Occupant Fire Safety, Section that prepared plans (on an approved floor plan) be submitted to show the arrangement of displays or exhibits **14 days prior to show move in**, detailing whether they are hard wall, pipe and drape or any other format for the venue.
- The service provider is responsible for submitting the floor plan to Calgary Stampede Representative responsible for the project, who will submit these plans to the Safety Coordinator for review and submission to the Fire Prevention Bureau for acceptance upon final inspection.
- Displays or exhibits **must never** interfere in any way with access to any required exit, block access to fire fighting equipment or interfere with the normal operations of automatic extinguishing equipment.
 1. No dead-end corridors will be permitted.
 2. All emergency exits are not to be draped off. Under no circumstances are these areas to be obstructed. *Exceptions may be considered by the Fire Inspector on a case by case basis.*
 3. Maintain 3m (10 feet) clear access in aisles; maintain 5.5m (18 feet) clear access at the front of Halls A, B and C and 3m (10 feet) clear access at the front of Hall D – BMO Centre.
 4. No portion of a display shall obstruct any aisle or doorway.
 5. All fire fighting equipment **must** be visible and accessible.

Where a display is required to have fire extinguishers or a fire suppression system, the equipment must be working, fit for purpose and the servicing records must be available for the Fire Inspector. Failure to comply will result in the display being unable to operate until the records have been checked by the Fire Inspector.

- The following materials, if used for display or decorative purposes, shall be inherently **flameproof or properly treated with a flame retardant** (proof of this prevention must be available for the Fire Inspector):
 - flowers and foliage (artificial), paper, cardboard or compressed paperboard, plastic materials, split wood, textiles and any other material used for festive decorations
 - hay or straw bales must be treated, tagged, dated and bound by wire
 - wallpaper is permissible if pasted securely to walls or wallboard backing

It is the responsibility of the client to provide detailed information about any portion of the event that may involve a potential safety or health risk. This is to ensure that, as far as reasonably practicable, the necessary safety precautions are taken and addressed prior to your event.

Fire and Safety /continued

- No person shall install drapes, curtains and other decorative materials, which do not meet the requirements of flame resistance, as described in the Alberta Fire Code.
- The use of the following materials indoors shall be prohibited: acetate fabrics, corrugated paper, combustible material used for covering tables or for skirting tables.
- Flame proofing treatments shall be renewed as often as necessary to ensure that the material will pass the match test in Alberta Fire Code.
- Unless otherwise approved, flammable or combustible and/or compressed gases shall not be used or displayed. Where approved for display cylinders containing compressed gases shall be protected against mechanical damage and shall be stored on racks or by other accepted devices designed to hold them securely in place.
- **Aerosols:** It is permissible to exhibit one pressurized container, not exceeding one pint capacity of each product classified as flammable liquid.
- **Motor vehicles and gasoline-powered equipment** on display shall not exceed the maximum capacity of the fuel tank and be equipped with a lock-on type gasoline cap or the gas cap taped to prevent tampering. Keys must be removed from all vehicles.
- All storage shall be kept in allocated areas. No empty cardboard containers are permitted in exhibition space.
- Any booth, which may pose a particular fire hazard by the storage or actions within, must provide a suitable portable fire extinguisher.
- **Propane-fuelled vehicles** may be parked indoors provided there are no leaks in the propane system and the tank is not filled beyond its maximum permitted density. When parked indoors the shut-off valve must be closed and secured to prevent tampering, and the vehicle must not be parked near a source of heat, an open flame, any source of ignition or near an open pit or drain.
- NO propane cylinders permitted in any indoor exhibits.
- All electrical appliances, electrical cords and electrical connections shall comply with the Electrical Code.
- Natural Christmas trees will be allowed if they are kept in water and removed from the building 14 days after they were actually cut down. Proof of the date of cutting must be affixed to the tree at all times.
- Decorative covers or bunting for stalls used in agricultural and/or animal shows shall be inherently flameproof or properly treated with a flame retardant chemical.
- If at any time a Fire Inspector deems that the display or actions of any service provider is dangerous to public safety; the service provider shall have the required changes made immediately.



Fire and Safety /continued

Open Flames

- **Open Flames in Processions:** Unless acceptable to the authority having jurisdiction, open flames whose quantity and method of use create a fire hazard shall not be permitted in processions, at displays, or as part of an act for entertainment.
 - a) in areas and buildings used for public assembly, or
 - b) in dining areas in Group B, Division 2
- **The Fire Prevention Bureau will not permit open flames in any processions or as part of an act for entertainment.** They will permit an approved limited quantity for display purposes, but requests **must** be submitted in writing a minimum of seven (7) working days prior to the event.

Devices Having Open Flames

- Devices having open flames shall be securely supported in non-combustible holders and shall be located or protected so as to prevent accidental contact of the flame with combustible materials.
- The top of the flame in the above mentioned device must be a minimum of 40mm (2.5 inches) from the top of the lip of the device.
- If a device is shorter than 25mm (1 inch) then it must be raised and securely supported 100mm (4 inches) above the table service.

Open Flame Permit

- Calgary Stampede has a park-wide open flame permit for which service providers are covered. Individual permits are therefore, not required.
- The service provider is required to provide the Show Manager who is responsible for advising the Event Coordinator of location and type of open flame.
- The open flame must be in compliance with the AFC and are subject to final inspection.

Pyrotechnics

- Calgary Stampede must approve the use of pyrotechnics within its property.
- Once approval has been given, the pyrotechnics provider is required to apply for a permit to operate to the CFD and provide a copy of the application, the final permit approval and the pyrotechnic plan to Calgary Stampede Safety Coordinator.



Fire and Safety */continued*

Show/Event Fire-Life Safety Inspections

- The responsibility lies with the Authority Having Jurisdiction (AHJ) Calgary Fire Department Fire Prevention Bureau to conduct an inspection no less than four hours prior to the event commencing.
- If the Fire Inspector is unavailable the duty may be delegated to Calgary Stampede Safety Coordinator.

Non-Fixed Seating

- Where non-fixed seats are provided and the occupant load exceeds 200 the following applies:
 1. When the occupant load exceeds 200 persons, the seats in a row shall be fastened together in units of no fewer than eight seats.
 2. The rows are not to be obstructed and there shall be a minimum of 400mm (15.75 inches) maintained between the back of one seat and the furthest extremity of the seat in front.
 3. Aisles must be located so there are no more than seven seats between every seat and the aisle (15 across maximum).
 4. Aisles are to be no less than 1100mm (43.25 inches) wide.

Reporting of Incidents/Concerns

- All potential incidents/concerns are to be reported to the Event Coordinator.
- The Event Coordinator's role is to communicate and follow up that the incident/concern has been suitably addressed with little or no disruption to the event.

Occupational and Public Safety

- The Calgary Stampede received its Certificate of Recognition (COR) in May 2010 recognizing the Safety Management System for employees and directly managed service providers (contractors) that meet or exceed the requirements of the Government of Alberta Occupational Health and Safety Code 2002. We work diligently with Provincial Occupational Health and Safety (OHS) Officers, Provincial Safety Codes Officers, the City of Calgary Fire Department (CFD) Inspectors and the City of Calgary Safety Codes Officers to provide up to date information regarding specific compliance requirements.
- Once you have been assigned an Event Coordinator, you will be provided a copy of the Event Safety Guide which will help you plan and produce a successful, safe and compliant event.

Parking

Parking Office Hours:

Seven days a week
 12 to 6 p.m.

Number of Parking Stalls Available:

2,500 On-park
 +

1,500 additional parking stalls are available in area lots surrounding Stampede Park.

Parking Options:

Lot #8 – Reduced Rates

At prevailing rate, automated, payment by credit card only.

Lot #11a – Hourly Rates

At prevailing rate, automated, payment by cash or credit card.

Primary Lots

At prevailing rate, staffed, payment by cash or credit card.



Patron Vehicle Assistance Program

The following services are available to patrons and are included in the cost of your parking fee:

- Boosting Service
- 24 Hour Site Security including mobile patrols and CCTV.
- Emergency Vehicle Relocation (On-site).
- Park maps to assist patron in finding building of the event they are attending.
- Our Safe Walk program provides a security escort to vehicles parked on Stampede Park, available by request.

Parking */continued*

General Information

- Calgary Stampede operates and controls all parking facilities on site. A paid parking system is operated at the prevailing rate for all events.
- Overnight parking on Stampede Park is permitted in the case of emergencies, and oversized vehicles will be charged according to the number of spaces they require.
- Parking is prohibited in, but not limited to, fire lanes, service throughways, vacant exhibit halls, meeting rooms and other areas posted “No Parking”. Unauthorized vehicles will be relocated at the owner’s risk and expense.

Park Access

There are two main entrances onto Stampede Park:

1. South Entrance located at 25 Avenue and 4 Street SE. This entrance is for the general public.
2. North Entrance located at Olympic Way and 14 Avenue SE. This entrance is for the general public.

Exhibitor’s Entrance:

3A Street Gate located between Olympic Way and 3 Street on 14 Avenue SE. This entrance is only for trade and consumer show exhibitors.

Parking Services

- All parking lots are well lit and monitored with Closed Circuit TVs. During major event lots are manned with parking attendants, parking supervisors and a controller located at an aerial advantage point.
- Stampede Park is staffed 24 hours a day, seven days a week by Park Patrol members who will respond to emergencies and security incidents.

Parking Gate Information Services

Parking gate attendants can provide the following:

- Maps of the city that can be given to patron with directions from attendant.
- Park maps to assist patron in finding closest parking to building of the event they are attending.
- Information on venues and events happening on park, in the city and surrounding.

Parking */continued*

Exhibitor Parking Permits

- Exhibitor Parking Permits allow multiple entries for the dates the permit is valid. Exhibitor Parking Permits are not for the general public.
- These permits are for the convenience of those conducting business with The Calgary Stampede, either as exhibitors in the various events or as clients of Calgary Stampede.
- Exhibitor Parking Permits may be for multiple days, as long as the days are consecutive, or they may be single day permits. Single day permits have a surcharge for production and administrative purposes.
- Exhibitor Parking Permits may be purchased at the Parking Booths during Stampede trade shows; through pre-ordered forms; or through the Parking Office. The exhibitor parking order forms can be found in the Appendix.

Special Event Parking Passes

- Special Event Permits are valid for one entry only. The permits are not for sale to the general public. They must be ordered from your Event Coordinator.
- Special Event Permits are charged only for the number collected at the Parking Booths. There is no reduced rate for Special Event Permits. The permits are dated (either for a specific date or a span of days), the event is indicated on the permit, and a lot may be designated if so desired and available.
- Special Event Permits are perforated, the top portion of the permit is given to the Parking Cashier for entry onto Park, and the customer retains the bottom portion of the permit.

Trailer/Equipment Storage

- If the show or exhibitors require trailer/equipment storage, they may store these items in lot 25 provided that space is available. If trailer/equipment is required in Lot 1, a rate per square foot will be applied (pending lot availability).
- Please note that arrangements for trailer/equipment storage must be made with your Event Coordinator in advance of the move-in for the event.



Parking */continued*

Lot 1

- Entrance to Lot 1 is through either the Olympic Way entrance or through the 25 Avenue entrance.
- All vehicles entering through these gates must have a valid Parking Permit or bill of lading, or the parking fee must be paid. Exhibitors who are charged the parking fee may take their receipt to any Cashier Booth and the Cashier will credit the amount paid towards the purchase of a Parking Permit.
- Exhibitors will be asked to unload and then park their vehicles in a marked parking stall. If all parking stalls are filled the exhibitor will be allowed to unload but once unloaded will have to park in another lot.

Big Four Trade Show Truck and Trailer Parking

- During move-in and move-out transport companies and display companies may park their large trucks and trailers near the loading doors of the Big Four Building, provided they do not block fire lanes.
- During show hours, each Display Company may park one semi-trailer along the fence at the south end of the Big Four Building (see parking map on page 36). Additional parking is available in the aforementioned area for a charge. Free parking is available for these vehicles in the lot 25.
- Exceptions to this policy must be negotiated with the Sales and Parking departments, so that an amiable agreement can be reached.

Lot Rental

- Parking lot space can be made available for rent per square foot. All requests for lot space rental must be submitted to your Event Coordinator a minimum of one month in advance of the event.
- Approval of lot space rental is dependant on various factors, which can include other events taking place, construction work, setup for other events etc.
- Each event must be negotiated on an individual basis and cannot be based on a similar event or on the same event from a previous year.

Stampede Express Trolley Service

The Stampede Express Trolley provides a free shuttle service from parking lots to buildings during major event times.



In keeping with
Calgary Stampede's
commitment to running an
environmentally friendly
Park, our Events Team
protects our community
as they guide you through
planning your event.

If you would like
more information please
contact our Environmental
Protection committee at
403.261.0599

Environmental Protection and Recycling Information

As part of our ongoing commitment to providing a world-class event experience, Calgary Stampede is excited to share with our clients our Green Meeting and Event Initiatives.

Our Green Meeting initiatives include:

ISO 14001:2004

CS attained ISO certification in April 2008.

"Grown Right. Here."

Our menus feature products from local producers.

100% Recycled Paper

All paper used by staff and visitors is 100% recycled whenever possible.

Tariff Free Coffee

Recycling Programs include:

- Beverage Containers
- Paper and Cardboard
- Organics including coffee grounds, tea bags, vegetable waste, cooking oils
- Tin Cans and Metals

Energy Efficient Lighting

Calgary Stampede has an Environmental Protection Policy and an appointed committee that is continuously reviewing recycling and energy management initiatives including the installation of water efficient toilets in all updated venues.

How can you help recycle?

- Break down all cardboard boxes and deposit them into the collection bins which are located throughout the venue or outside of Door 11.
- Leave all discarded brochures and pamphlets beside garbage cans when departing.
- If you have items that can be recycled, inform building maintenance and they will assist you or provide information.

Why can't I wash my vehicle with soap or chemicals in the parking lot?

The draining system in the parking lots is tied to the Elbow River. Any chemicals or detergents cause an impact to the ecosystem and contravenes the City of Calgary By-law. Please contact your event coordinator if large scale washing is required for your event.



Calgary Exhibition and Stampede Limited

Box 1060, Station M, Calgary, Alberta, Canada T2P 2K8 1.800.661.1260 T 403.261.0101 F 403.265.7197 www.calgarystampede.com