



Alberta **Green Building** Technologies 2009 Symposium

Tradeshow Package

Tuesday December 8, 2009

Wednesday December 9, 2009

Show Hours: December 8 – 4:30 p.m. – 6:00 p.m. & 8:00 p.m. – 9:00 p.m.

December 9 – 8:00 a.m. – 3:00 p.m.

Calgary Stampede Grounds, BMO Centre – Palomino Room

Exhibitor Space Application:

Name of Organization: _____

Mailing Address: _____

_____ Postal Code _____

Telephone: _____ Fax: _____ Alt. Phone number: _____

Email Address: _____

Key Contact: _____

Key Contact Phone Number: _____ Email Address (if not same as above) _____

Table Top Booth Preference: _____ (see attached tradeshow map) Alt: _____

Note: Although every effort will be made to position your table top booth according to your preference, we cannot guarantee your booth assignment.

The cost to participate in the Tradeshow is \$795 per 8' tradeshow table plus GST. Price includes one (1) full convention package which provides you with access to all sessions and meals. Additional convention packages may be purchased for \$200.

The following are the fees to participate in the tradeshow and for power and internet connectivity if you wish to access these services during the tradeshow. Please indicate by way of a check mark (left hand side) what you require.

Please make cheques payable to the Canadian Home Builders' Association - Calgary Region.

Mail registration to:

Val Veldhuyzen

Canadian Home Builders' Association- Calgary Region

#100 7326 10 St. NE

Calgary, AB

T2E 8W1



Please fax a copy of this two page form to Brenda Smith, Tradeshow Coordinator at 780-417-2621 prior to mailing it to the Canadian Home Builders' Association – Calgary Region.

Display Table _____ 8' Display Table	\$795 per + 5% GST	Amount:
Power 800 watt, 6 amp circuit _____ Power	\$98.75 + GST	Amount:
Internet _____ Wired Dynamic (Basic Browsing)	\$150/day x 2 No connection sharing. Single private DHCP assigned address. This service is optimal for users who need basic internet connectivity to browse/check mail	Amount:
_____ Wired Dedicated (All ports open) -	\$330/day Dedicated service, single Valid IP address assigned. This service is optimal for users who need visibility on the Internet, such as clients who need to run web services or VPN connections.	Amount:
_____ Wireless Service -	\$99/day 1 - wireless access per computer	Amount:
Additional Convention Packages #_____ Additional Convention Packages	\$200 + GST Per Additional Convention Package	Amount:
Total amount of payment enclosed:		\$ _____

Deadline for submission is November 20, 2009.



Trade Show Rules & Regulations

General Rules:

- a.) All rules and regulations relative to public buildings as prescribed by fire Regulations for the City of Calgary will be adhered to. All codes pertaining to liquor, health, city ordinances, safety and electrical both provincial and municipal, must be adhered to.
- b.) The exhibitor agrees to abide by all regulations and rules adopted by the Canadian Home Builders Association - Calgary Region in the best interest of the Trade Show and agrees that the Canadian Home Builders Association - Calgary Region shall have the final decision in adopting any rule or regulations deemed necessary prior to, during and after the show.

Booking Space & Payment:

- a.) Trade Show fees are due upon application. Upon payment, trade show participants will be assigned a booth number and all bookings are on a "FIRST COME FIRST SERVE BASIS." With only 30 trade show booths available, book early to avoid disappointment. Organizers reserve the right to alter size of unsold booths.

Cancellation:

Cancellation of space must be in writing and received the Canadian Home Builders' Association – Calgary Region 10 days prior to the Trade Show. In the event of a cancellation 30 days prior to the show, the full application fee will be refunded, less a \$50.00 administration fee. After 30 days, but prior to 10 days of the show, the exhibitor will forfeit 70% of the total application fee. If the exhibitor cancels within 10 days prior to the show, 100% of the application fee will be forfeited.

Waiver of Liability and Indemnity:

The Canadian Home Builders' Association – Calgary Region and its partners will exercise reasonable precautions for the protection of property of exhibitors through security personnel, but shall assume no responsibility for loss and or damage of the property of the exhibitors placed in exhibit area or adjacent grounds and is discharged from all responsibilities.

Exhibitors shall be liable for any and all damages he/she may cause. It is understood and agreed by the exhibitor that The Canadian Home Builders' Association – Calgary Region and its partners may cancel said Trade Show, and may cancel this contract if, in the opinion of The Canadian Home Builders' Association – Calgary Region and its partners, such show would be impractical and/or inadvisable to continue.



Insurance:

It is the responsibility of each exhibitor to supply and purchase their own insurance coverage.

Security:

The tradeshow room will be locked the evening of December 8, 2009 after 9:00 p.m.

Exhibitor Passes:

One (1) exhibitor pass will be issued per booth and must be worn at all times. Extra passes will be provided when additional convention packages are purchased by the Trade Show vendor.

Boothmanship:

All exhibits must remain intact throughout the Trade Show's designated exhibition hours. The exhibitor shall maintain a responsible individual(s) in the leased space at all times, during designated exhibition hours. Exhibitors shall cause all such employees, agents, visitors and or guest of the exhibitor to be familiar with all rules and regulations of the Trade Show.

Move In/Out Instructions:

Exhibitors will be able to move displays into the facility Tuesday December 8, 2009 between 6:00 a.m. – 8:00 a.m. Exhibitors must complete set up during these hours to avoid disruption of sessions adjacent to the trade show space.

Exhibitors **may not start before 3:00 p.m. to dismantle** their display booths on December 9, 2009 and must be removed from the exhibition area immediately after the Trade Show ends.

Sponsorship Opportunities

As a participant in the Trade show you can increase your brand awareness among delegates through sponsorship. We have attached a list of sponsorship opportunities and benefits. Please contact Brenda Smith at 780-915-6661 or Shawna Rhode at #780-970-2286 to discuss sponsorship.



BMO – Calgary Stampede Deliveries & Pick Ups

CLIENT INFORMATION:

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 the Calgary Stampede will not accept couriered items prior to your move-in date **unless arrangements have been made through your event coordinator.**

Approved courier deliveries and pick-ups can be made at the Facilities Administration Office between 7:30 am – 4:00 pm. The Facilities Administration Office is accessed through a man-door, left of loading door #6. During off hours, the facilities supervisor should be contacted at 585-4083 to advise of a delivery. If a loading door is required, the facilities supervisor will assign one.

Please note that storage space is limited and capacity for large items is not available.

Deliveries should be addressed as follows:

Calgary Stampede Sales and Events Department
C/o – Event Name
BMO Centre Facilities Administration Office
Bay Door 6 – 20 Roundup Way SE
Calgary, AB T2G 2W1

All boxes should have the following information clearly marked on them (improperly labeled packages will not be accepted):

Event Name – Alberta Green Building Technologies 2009 Symposium
Event Dates – December 8 & 9, 2009
Event Room Name: BMO Centre, Palomino Room
Event Coordinator Name – Jennifer Wierzbicki

