



October 4, 5 & 6, 2024 – BMO Centre, Calgary

KEY INFORMATION

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1. CONTACT INFORMATION

Address: Canada Women’s Expo
Encore Exhibitions Inc.
833 Huntingdon Cres.
North Vancouver, BC V7G 1M1

Phone: (604) 980-7729

Email: info@westcoastwomen.net

Website: www.canadawomenexpo.com

Show Manager: Robert Hallahan

Show Producer: Murat Olcay

2. DATES & TIMES

Location: BMO Centre
20 Round Up Way SE
Calgary, AB T2G 2W1

Show Dates: October 4, 5 & 6, 2024

Show Hours:	Friday	October 4	1:00 PM to 9:00 PM
	Saturday	October 5	10:00 AM to 6:00 PM
	Sunday	October 6	10:00 AM to 5:00 PM
Exhibitor Move-In	Thursday	October 3	9:00 AM to 8:00 PM
	Friday	October 4	8:00 AM to 12:00 PM
Exhibitor Move-Out	Sunday	October 6	5:00 PM to 11:00 PM

3. CALGARY STAMPEDE MAP

CS FINDING YOUR WAY THROUGH STAMPEDE PARK



For more information on the Calgary Stampede please visit: calgarystampede.com

4. MOVE-IN OF EXHIBITS

The Calgary Stampede is using Voyage Control to schedule move-in and move-out access for exhibitors who require vehicle access to the BMO Centre Loading Dock Apron.

All exhibitors are required to make a Voyage Control booking. The only exception is if you can carry your supplies by hand from your parked vehicle, as hand carts and dollies are not allowed through the main entrances. Any use of a hand cart, dolly, or similar equipment requires a Voyage Control booking.

4.1. VOYAGE CONTROL MOVE-IN PROCESS

- Create an account on the [Voyage Control website](#).
- Use your Booking Code to make a booking. You will receive a vehicle pass in your booking confirmation email.
- Arrive at the loading apron at BMO Centre and present your vehicle pass (either printed or on your phone) upon entry.
- The gate attendant will greet you, scan you in, and direct you to the yard marshal.
- The yard marshal will guide you to your assigned dock or unloading space.
- You will have the allotted time indicated on your booking slip to unload your supplies at your booth.
- After unloading, leave the loading apron and get scanned out.
- Park your vehicle.
- Come to our show office inside the BMO Centre entrance to register with us and collect your staff badges.
- Proceed to set up your booth.

4.2. PLEASE NOTE THE FOLLOWING

- If you don't need access to the BMO Loading Dock Apron and can walk your items in from your parked vehicle, you do not need to complete a booking.
- Forklift service is only available on Thursday, October 3rd from 9:00 AM to 8:00 PM.
- The BMO Centre will not allow hand carts or dollies through the front entrance or side doors.
- **Children under 15 are not permitted** onsite during move-in and move-out, except if enclosed in a vehicle under direct supervision.
- Vehicles must depart immediately after loading/unloading. Parking in the loading dock apron is not permitted.
- If you have third party contractors, delivery companies and/or display houses working on your behalf for move-in, they must be scheduled through this process.
- An Exhibitor Parking Pass is not required to gain access to the BMO Loading Dock Apron – all Voyage Control bookings are complimentary.
- Once your vehicle is unloaded it must be removed from the BMO Loading Dock Apron – booth set-up time is not included in Voyage Control bookings.
- Please ensure the driver of the vehicle has the Voyage Control booking pass that is sent via email once the booking is completed.
- **Any vehicle arriving without a booking will be subject to delays and may not be granted access due to capacity restrictions.**

4.3. FOOD EXHIBITORS – BOOKING CODE EX3948

If you submitted the Alberta Health Services Special Event Vendor Notification Form, move-in on Thursday, October 3rd is mandatory. This applies to exhibitors sampling food or beverage at the event; selling food for on-site consumption; or sampling liquor. Alberta Health Services will be conducting inspections on Friday morning, and your booth must be fully set up and ready for inspection.

- **Your Voyage Control booking code is EX3948.**
- Available Booking Date: Thursday, October 3rd from 9:00 AM to 8:00 PM.
- For further information, please refer to the following [Voyage Control document](#).

4.4. PERSONAL SERVICES EXHIBITORS – BOOKING CODE EX4837

If you submitted the Alberta Health Services Temporary Personal Services Vendor Notification Form, move-in on Thursday, October 3rd is mandatory. This applies to exhibitors performing personal services at the event. Alberta Health Services will be conducting inspections on Friday morning, and your booth must be fully set up and ready for inspection.

- **Your Voyage Control booking code is EX4837.**
- Available Booking Date: Thursday, October 3rd from 9:00 AM to 8:00 PM.
- For further information, please refer to the following [Voyage Control document](#).

4.5. ALL OTHER EXHIBITORS – BOOKING CODE EX5726

For all other exhibitors, you have the option to move in on either Thursday, October 3rd or Friday, October 4th. However, we strongly recommend moving in on Thursday to ensure you have ample time to set up.

- **Your Voyage Control booking code is EX5726.**
- Available Booking Dates: Thursday, October 3rd from 9:00 AM to 8:00 PM and Friday, October 4th from 8:00 AM to 11:00 AM.
- For further information, please refer to the following [Voyage Control document](#).

5. MOVE-OUT OF EXHIBITS

Exhibitors may commence breaking down of their exhibits at 5:00 PM on Sunday, October 6, 2024, and must be completely moved out by 11:00 PM on the same day.

Empty crates will be returned to exhibitors once they have dismantled their booths and only after the hall carpeting is removed. Should you require early return of empties, please make this known at the show office.

Carpet removal will take approximately 30 minutes. Exhibitors are asked to keep all materials, boxes, etc., off the carpet so it can be removed without delay. Truck access to the loading areas and docks will be controlled by on-site security. Trucks will be given access on a first come, first served basis and only for exhibitors that have completely dismantled and crated their exhibits and are ready to load. Any materials remaining in the exhibit halls after move-out is complete will be disposed of at the discretion of the show organizer.

- Exhibitor Concierge Team roams the halls with QR codes.
- Once the booth is packed up, exhibitors are given a paper QR code (must be the physical copy; pictures cannot be forwarded).
- Exhibitors proceed to their vehicle, drive up to the back of the Convention Centre, and enter as they did during move-in.
- Load vehicles and check out.
- Exhibitors with a small load who prefer to carry items to their vehicle can bypass this process.

6. EXHIBITOR SHIPMENTS

Shipments being sent directly to the facility are not to be sent to arrive prior to 11:00 AM on Wednesday, October 2, 2024. Each Exhibitor must ensure that a member of his staff or his agent is available to accept delivery at the exhibitor site. Show management cannot accept delivery of any shipments.

The transport of exhibits and other materials to and from the Exhibition must be arranged by Exhibitors. Exhibitors may use their own trucks and labour to move their displays into the show. However, displays requiring forklift service must use the complimentary forklift service on site.

Rail, road, or air services can be used, and all freight and carriage charges must be prepaid by Exhibitors. Goods consigned to the Exhibition should clearly state the name of the exhibiting company, the booth number, and be addressed to:

CANADA WOMEN'S EXPO, BOOTH #
BMO Centre
20 Roundup Way S.E.
Calgary, AB T2G 2W1

Include Customs Broker's name if shipments are made from outside Canada.

7. ADVANCE SHIPPING

Exhibitors who wish to ship products, displays or materials up to 30 days in advance of the show, should consult the [Goodkey Show Services Shipping / Advance Shipping / Material Handling Forms](#). Goodkey will receive and store shipments up to 30 days in advance of the show.

Shipments may be sent to the Goodkey warehouse from September 6, 2024, to September 27, 2024, and must arrive between 8:00 AM and 4:30 PM. Please note that the deadline date for the Advance Shipping form to Goodkey is September 27, 2024. All orders received after the deadline date will be subjected to a 35% late fee.

The Organizers recommend the use of the Official Shipper/Customs Broker/Site Handling Agents. Note: Delivery of freight is prohibited via the BMO Centre main / public entrance lobby. Please use the move-in doors located on loading bay.

On arrival, all exhibitors and contractors should report to the show office to pick-up their badges.

Displays must be completely set up and staffed by show opening at 1:00 PM on Friday, October 4, 2024. All material must be removed from of the aisles by 12:00 PM.

8. SERVICE CONTRACTORS

To ensure the orderly and efficient installation and removal of exhibits, and to avoid conflict with local union regulations and requirements, the Canada Women's Expo has appointed official contractors to perform and provide necessary services and equipment. Order forms for services from official contractors are in the [Exhibitor Manual](#).

Official contractors have been appointed to provide the following services:

1. **Ground transportation and freight delivery services** – Goodkey Show Services *or* North American Logistics Services for international exhibitors who require customs brokerage services.
2. **Forklifts** (complimentary) for unloading of large crates and forklift delivery of display materials to the exhibit booths – Encore Exhibitions Inc. *

3. **On-site security and facility general housekeeping** – BMO Centre. *
4. **Overnight booth vacuuming** (optional) – Goodkey Show Services. *
5. **Electrical, plumbing, and banner hanging** – BMO Centre. *
6. **On-site material handling** (optional) – Goodkey Show Services. *
7. **Installation of booths and booth carpeting** – Goodkey Show Services. *
8. **Exhibitor Services** including furniture, booth carpet, equipment rentals, labour, and signage – Goodkey Show Services.
9. **Food services and concessions** – BMO Centre. *

* Items above marked with an asterisk indicate that only official contractors may be used.

Exhibitors may use their own in-house staff to unload and deliver items that do not require forklift service and may use their own in-house staff to install their own exhibit. All in-house staff must wear badges when on site.

Should an exhibitor wish to have their custom exhibit installed by a contractor other than the Official Show Services contractor, the following conditions must be met:

1. The exhibitor must inform the Canada Women's Expo of the name and address of the contractor and the work to be performed. This information must be received in writing, no later than September 6th, 2024.
2. The installation contractor to be used by the exhibitor must provide the following:
 - Certificate of Insurance with the following limits: Commercial, General Liability not less than \$2,000,000 with respect of injuries to any one person in any occurrence; and \$5,000,000 with respect to injuries to more than one person in any one occurrence; and \$50,000 with respect to damage to property.
 - Workman's Compensation Insurance, including employee liability coverage, in a minimum amount of not less than \$100,000.
 - Must agree to abide by all rules and regulations of the show.
 - Must agree to abide by all union rules and regulations.

- Identification badges must be worn at all times.

9. CRATE STORAGE

Empty crates will be placed in indoor storage areas located at the facility, to facilitate return to exhibitors during move-out.

All crates should be clearly labelled with your name, company name, booth number, and address. "Empty crate" labels will be available for exhibitor use prior to storage.

10. MERCHANDISE REMOVAL

All products to be removed from the show floor once the show is open – between 1:00 PM on October 4th and 5:00 PM on October 6th – will require a **Merchandise Removal Form**, which is available at the show office on site. You must have this form authorized at the Show Office prior to removing the products. These procedures are designed to prevent theft and loss. Release forms are not required after the show closes on the final day.

11. SALES RECEIPTS

Sales receipts must be distributed by exhibitors for all on-site sales to show visitors.

12. HOTEL

Our official hotel partner is the Alt Hotel Calgary East Village. Please [click here](#) to make your booking.

13. BOOTH DISPLAY STANDARDS

All exhibitors are required to provide carpeting or other appropriate floor covering to completely cover the booth floor space. Exhibitors selling or sampling food products should use vinyl flooring to meet Alberta Health Services food permit standards.

Please note that tables, carpet or vinyl flooring, chairs, electrical, or plumbing are not included with booth bookings. Each booth comes with 8’ back drape and 3’ side drape.

Optional discounted booth furnishing packages including skirted tables, chairs and carpet or vinyl flooring are available from [Goodkey Show Services Order Form](#).

Aisle carpet and drape colours for each section are as follows:

Section	Aisle Carpet *	Booth Drape *
Beauty, Health & Wellness	Tuxedo Grey	Black
Fashion & Style	Tuxedo Grey	Black
Home & Design	Tuxedo Grey	Black
Travel, Careers & Lifestyle	Tuxedo Grey	Black
World of Taste	Tuxedo Grey	Black
Marketplace	Tuxedo Grey	Black
Artisans Marketplace	Tuxedo Grey	Black

* Show Management reserves the right to change aisle carpet and booth drape colours without notice and at their sole discretion.

14. ADHESIVES

Any item to be attached to the venue requires written approval from the venue, and will require installation by the Centre personnel, or an approved contractor. Items include aisle signs, clings,

and floor decals. Drilling, coring and punching holes, and inserting thumbtacks, staples, glue, nails, and so on into the venue, is strictly prohibited.

Adhesives for promotional floor stickers, decals, window applications, wraps, or other promotional items must be pre-approved for use. To request the use of promotional adhesive, provide a sample for review to your Event Manager two weeks prior to the event move-in.

All approved tape and markings must be removed during move-out. Otherwise, a cleaning charge will apply.

15. EXHIBITOR BOOTH BITES PROGRAM

Menus will be available on site at the Calgary Stampede Order Desk or through the Exhibitor Concierge team, who will be present on the floor during move-in and throughout the event. Payment by credit or debit card will be required when placing an order.

Exhibitors must place their orders at least 2 hours before each meal service to give the kitchen team ample time to prepare, package, and ensure perfect presentation upon delivery.

The Exhibitor Concierge team will deliver each "lunch box" directly to the exhibitors' booths. Customized delivery times will be available at two different options for each meal, allowing exhibitors to take their breaks conveniently within the event's operating hours.

16. FOOD & BEVERAGE SALES AND SAMPLING

All food and beverage vendors are required to review Alberta Health Services' [Special Events Food Vendor Package](#). This information outlines the minimum requirements required to handle, prepare, or serve food and beverages at a special event in Alberta. Following the requirements

can reduce the possibility of foodborne illnesses associated to the food handling at your food vendor booth.

16.1. FOOD & BEVERAGE SAMPLING

Non-alcoholic sample items must be restricted to a two-ounce liquid portion. A food portion can be served from a sample tray with a toothpick. Any larger sample size may be subject to a fee that is assessed onsite. All samples must have written approval by the venue prior to the event and adhere to the guidelines outlined in the food and beverage sampling form.

The [Food and Non-Alcoholic Beverage Sampling Application and Sales Commission Agreement](#) must be completed by any Exhibitor who wishes to apply for approval to **sample food and / or non-alcoholic beverages at the event.**

Note: If you are sampling and / or selling pre-packaged products for take-home consumption, you do not need to complete the "ITEMS FOR SALE" section. This section only applies to exhibitors selling full meals and beverages for on-site consumption.

This form must be completed by the exhibitor and sent to both info@westcoastwomen.net and cskitchen@calgarystampede.com by Friday, September 13th. Additionally, the [Special Event Food Vendor Notification](#) form for Alberta Health Services must be completed by Friday, September 6th.

16.2. FOOD & BEVERAGE SALES FOR CONSUMPTION ON-SITE

The [Food and Non-Alcoholic Beverage Sampling Application and Sales Commission Agreement](#) must be completed by any Exhibitor who wishes to apply for **sell food and / or non-alcoholic beverages for consumption at the event.** This form must be completed by the exhibitor and sent to both info@westcoastwomen.net and cskitchen@calgarystampede.com by Friday,

September 13th. Additionally, the [Special Event Food Vendor Notification](#) form for Alberta Health Services must be completed by Friday, September 6th. The exhibitor agrees to pay a 20% commission on all sales before tax. Government regulations require that 5% GST is added to all commissions paid.

16.3. FOOD TRUCKS

The [Food Truck Application & Sales Commission Agreement](#) must be completed by any Food Truck Operator who wishes to apply for approval to sell food or non-alcoholic beverages at the event. This form must be completed by the exhibitor and sent to both info@westcoastwomen.net and cskitchen@calgarystampede.com by Friday, September 13th. The exhibitor agrees to pay a 30% commission on all sales before tax. Government regulations require that 5% GST is added to all commissions paid.

16.4. LOW-RISK, HOME-PREPARED FOODS

As of June 1, 2020, a new section of Alberta's Food Regulation enables Albertans to sell low-risk home-prepared foods from their home or at special events, such as craft fairs and festivals. Operators will not require a permit, commercial kitchen or routine inspection to sell low-risk home-prepared foods. Please consult the [Fact Sheet for Operators](#) to determine if your product meets the criteria.

16.5. SINKS & TEMPORARY HAND-WASHING STATIONS

Sink requirements for special events are determined by the type of food served and the level of processing/preparation and cooking permitted at the special event. Information about sink requirements is available in the [Sink Requirements for Special Events](#).

If your booth requires plumbing services, it is imperative that you notify us immediately. Please be aware that the BMO Centre is only able to offer plumbing to booths located on the perimeter of the exhibition hall. As such, any booth needing plumbing must be placed accordingly. Failure to inform us in a timely manner may result in your booth not having access to necessary plumbing services.

Temporary handwashing stations may be used for events 3 days or less but remains at the discretion of the public health inspector. For events that last 2 or 3 days, vendors will need to demonstrate how the temporary handwashing station will be filled and how the wastewater collected will be disposed.

17. PERSONAL SERVICES

Exhibitors who perform personal services at the event (i.e., hair services, electrolysis, tattooing, acrylic nails, laser therapy, waxing, manicure/pedicure, skin care, therapeutic touch techniques, tanning, body piercing) must complete the [Temporary Personal Services Vendor Notification](#) form Friday, September 6th.

18. ALCOHOLIC BEVERAGE SAMPLING

The Canada Women's Expo features an approved artisan market as per AGLC guidelines.

Only Class E Small Manufacturers with a Class D off sales licence are eligible to attend the market and sell their products. Large manufacturers, and other types of licensees (Liquor stores, Liquor Agencies, Class A, B, and C licensees) are not permitted to attend.

Any Class E Small Manufacturer with a Class D off sales license may apply to the AGLC to attend and sell their products. Approval from the AGLC is required to attend. All liquor exhibitors must

send their AGLC approval, along with the ProServe of their booth staff, to info@westcoastwomen.net by Friday, September 6th. Once approved, liquor vendors can:

- Sell sealed products for off premises consumption, including beer growlers.
- Provide free tastings to market goers.

As per AGLC Liquor License Handbook (Section: Product Promotions 8.5.2) sample items must be restricted to a maximum:

- Beer and ciders – 112 ml (4 oz.)
- Refreshment beverages (e.g. coolers/premixed) – 112 ml (4 oz.)
- Wine – 56 ml (2 oz)
- Spirits – 28 ml (1 oz)
- Liqueurs – 28 ml (1 oz)

19. PARKING

Effective August 1, 2024, Stampede parking will be managed and enforced by Calgary Parking through the ParkPlus system. Exhibitors may order parking access through the exhibitor order portal, 10 days prior to the event start date at a discounted rate. Exhibitors who pre-purchase exhibitor parking will be emailed an event code, for a designated parking lot, prior to event move in to be entered daily, registering your license plate into the ParkPlus pay machine; pre-purchase codes cannot be entered on the Park-Plus App or website and must be entered daily.

After the pre-purchase cut-off, parking can only be paid for by registering your license plate at ParkPlus pay machines located in the parking lots or paying through the ParkPlus app for iPhone or Android.

20. SITE ACCESS, BADGES, AND PASSES

Access to the exhibition site is only available to individuals who have appropriate Canada Women's Expo identification. Individual identification badges must be worn by all personnel in order to access the exhibition halls.

21. EXHIBITOR STAFF BADGE ALLOCATION

The following section outlines the number of allocated badges provided to each exhibitor.

Booth Size	Badge Allocation
5' x 10'	3 free exhibitor staff badges
10' x 10'	5 free exhibitor staff badges
10' x 15'	8 free exhibitor staff badges
10' x 20'	10 free exhibitor staff badges
10' x 30'	15 free exhibitor staff badges
20' x 20'	20 free exhibitor staff badges
20' x 30'	30 free exhibitor staff badges

- Additional exhibitor staff badges are available for \$12.00 + GST per badge.
- Identification badges must be worn at all times by all exhibitors and participants.
- Exhibitor badges will be available for pick-up at the show office during move-in.

To avoid delay at the Show Office please supply the Canada Women's Expo with personnel names by completing the [Calgary Badge Order Form](#). Deadline for submission is September 13, 2024.