

Here are the tradeshow forms you will need to order the following services: electrical, internet, utilities, sign/banner installation & dismantling, telecommunication, audio visual and catering services.

Listed below is the contact information for the Calgary TELUS Convention Centre (CTCC), FMAV and Marriott Calgary Downtown Hotel.

MAIN CONTACTS	
SUPPLIER FORMS	CONTACT
<p><u>CALGARY TELUS CONVENTION CENTRE:</u></p> <ul style="list-style-type: none"> Services Payment Form Electrical / Internet / Telecommunication / Utilities / Sign/Banner Installation & Dismantling / Exhibitor Building Regulations <p>ORDERS MUST BE RECEIVED BY _____ TO QUALIFY FOR THE ADVANCE RATE</p>	<p>Lisa Massier Calgary TELUS Convention Centre</p> <p>P: 403-261-8559 F: 403-261-8581 E: shows@calgary-convention.com</p>
<p><u>MARRIOTT CALGARY DOWNTOWN EXHIBITOR CATERING STANDARD FORM:</u></p> <p>No outside food and beverage is allowed in the facility without approval from the Marriott Calgary Downtown.</p> <ul style="list-style-type: none"> Credit Card Authorization - Catering Services For in-booth catering services For approval of food/drink samples to be given out at booth i.e. water, bottles, ice cream bars, etc. 	<p>Marriott Calgary Downtown Hotel</p> <p>P: 403-261-8500 F: 403-261-8510</p>
<p><u>FMAV:</u></p> <ul style="list-style-type: none"> <u>Audio Visual Rental Order Form</u> 	<p>FMAV</p> <p>P: 1-888-287-3687 E: exhibits@fmav.ca</p>

TOP 5 EXHIBITOR REMINDERS

- ✔ Please read the Exhibitor Building Regulations for rules and regulations within CTCC.
- ✔ All decorative material, banners, signs and hanging decor **must be CAN/ULC-S109** certified or treated with a flame retardant solution. Proof of flame retardant documentation must be stored in your booth.
- ✔ All banners must meet all safety/compliance standards and documentation must be received by the CTCC prior to installation.
- ✔ Animal authorization forms must be received prior to the animal being brought into the facility.
- ✔ No cooking is allowed in the tradeshow. Food warming is permitted with CTCC approval. **Commercial grade equipment must be used for food warming. Residential equipment is not permitted.** A portable Class K and 2A-10BC fire extinguisher needs to be in the booth.