

ANCILLARY CHARGES DOCUMENT

1. INCLUDED IN ROOM SET-UP:

- a. One room set-up (theatre, classroom, boardroom, u-shape)
- b. One floor plan for each set-up for more than 50 people (if required)
- c. Ice water set-up on boardroom, u-shape, hollow square and head table set-ups; charges apply for classroom and round-table set-ups
- d. Water station or water cooler, or both
- e. Pads and pens on boardroom, u-shape, hollow square and head table set-ups; charges apply for classroom and round-table set-ups
- f. Monitor listing of the Event throughout the Calgary TELUS Convention Centre
- g. One registration desk - which may be set-up in the pre-function area - additional desks must be pre-approved and are charged per desk
- h. Local phone at registration desk or conference office
- i. Four - 16"/24" 6' x 8' staging units (does not include carpeted stage)
- j. One 15-amp circuit
- k. One podium (Microphone at an additional charge)

PLEASE NOTE: The room set up may change from time to time and the client shall be entitled to the room se-up applicable at the date of the event.

2. SERVICES AND AMENITIES AVAILABLE FOR ADDITIONAL CHARGE:

2.1 PRICES

- a. All prices and rates are in accordance with the most current price list as issued by the Authority - please ask the event manager or catering manager for an updated copy

2.2 ADDITIONAL SET-UP CHARGES

- a. Change to the seating style within a session (a session runs from 07:00 to 15:00 hrs in the north exhibition hall 07:00 to 17:00 hrs for all areas other than the north hall and 18:00 to 02:00 hrs for all areas within the Calgary TELUS Convention Centre)
- b. Changes made to the pre-set room less than 48 hours prior to the Event
- c. 16" & 24" high staging units (6' x 8' section) priced per unit (limited number available)
- d. 16" & 24" high carpeted staging units (6' x 8' section) priced per unit (limited number available)
- e. 32", 40" & 48" staging units (6' x 8' section) priced per unit (limited number available)
- f. 6' & 8' display tables are priced per table (limited number available)
- g. Access outside of Event Move In Date and Event Move Out Date (upon approval) will incur additional charges
- h. Ice water on round-tables and classroom set-ups are priced per person
- i. Pads and pens for round-table or classroom set-ups are priced per unit
- j. One pop-up display booth may be set up in the pre-function area. Additional booths are charged, per booth, per day, subject to space availability. Electrical services are not included

2.3 OPERATION CHARGES

- a. All rigging requires a plan pre-approved by the Authority and there is a fee for review of the rigging plan, please contact the event manager or catering manager
- b. Rigging points required to suspend items such as lighting or banners and use is priced per rigging point
- c. All material delivered to the Calgary TELUS Convention Centre for storage or delivered to the Space will incur a Material Handling Fee. All delivery and storage arrangements must be handled through Superior Show Services
- d. Hanging banners and signage is priced per hour, with a one hour minimum charge
- e. Mechanical lifts with operators are priced per hour, with a one hour minimum charge

2.4 STAFFING

- a. Staffing services (including security, coat check attendants, housekeeping and electricians) are services exclusively provided by the Authority
- b. Coat check service is available either on a cash or host basis, with the cash charge being charged on a per item basis (labour charges will apply should cash charges not cover the labour cost)
- c. Hosts and hostesses are priced on an hourly basis per host or hostess with a minimum 4 hours charge per host or hostess
- d. Additional security is priced at an hourly rate per security guard with a minimum 4 hour per security guard charge
- e. Pay-duty police security which is required for concerts and other special events (the number of officers required will be determined by the Authority in consultation with the Calgary Police Service) priced at an hourly rate per police officer with a minimum 4 hour per officer charge

Staffing Charges:

Staffing charges for overtime are time and a half of regular rates and charges for statutory holidays are double time and a half of regular rates. Staff shifts must be a 4-hour minimum and if outside staffing companies are required to meet staffing needs, rates and minimum hours may vary.

2.5 POWER CHARGES

- a. Electrical services are performed exclusively by the Authority - please refer to the applicable electrical services order form for current charges

2.6 TELECOMMUNICATION SERVICES

- a. All telecommunication services are exclusively performed by the Authority - please refer to the applicable telecommunications order form for current charges

2.7 AUTO VISUAL SERVICES

- a. FMAV is the preferred in-house supplier for lighting, audio & video
- b. Charges may apply to the use of outside suppliers - please discuss with the event manager or catering manager
- c. Stage lighting in place in Macleod Hall is the property of FMAV - to use the existing lighting and in-house audio please call 403-835-8262 for pricing
- d. House-light remote control is available for production and audio visual companies for a fee per Event - advance reservation is required
- e. Charges will apply per patch, per room, per Event for outside suppliers patching into the in-house audio - please confirm charges with the event manager or catering manager
- f. Cables hanging from the ceiling may not obstruct, cross or block any entrance or exit. All cabling must go over top of doorways (where applicable). Genie Lifts and ladders are the only approved methods to run cables over doorways - both are available at a charge and must be ordered prior to move-in

2.8 TRADE SHOWS

- a. Superior Show Services is the preferred tradeshow supplier for the Calgary TELUS Convention Centre
- b. Sufficient time must be booked for all show decorators and for exhibitor move-in and move-out
- c. All Material Handling is provided exclusively by the Authority and Superior Show Services must be arranged through Superior Show Services
- d. All trade shows will be charged a housekeeping clean-up fee per day if the Authority determines that additional clean up is required beyond normal requirements
- e. Exhibitor services order forms and Building Regulations are provided by Superior Show Services for exhibitor kits

2.9 MISCELLANEOUS

- a. SOCAN and Re:Sound licences are required when music is being performed or played in a public facility and the Client is responsible for paying the cost for these licences - cost varies depending on the maximum capacity of the Space in which the music will be performed or played and whether or not there will be dancing - please consult with the event manager or catering manager
- b. Lock core changes are available, if desired as an additional security measure, for a fee per lock core
- c. Unreturned keys will be charged a replacement fee per key
- d. A web link from the Calgary TELUS Convention Centre website to the Client's website is available through the event manager or catering manager
- e. The Calgary TELUS Convention Centre Business Service Centre provides a wide range of business services including photocopying, faxing, computer station and stationary items - prices are available upon request from the Business Service Centre

Services or equipment not ordered and paid for 14 days in advance of the Event cannot be guaranteed by the Authority and are subject to premium pricing