

Here are the tradeshow forms you will need to order the following services: electrical, internet, telecommunication, cable tv, utilities, catering, outside food approval, audio visual and banner hanging services.

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

MAIN CONTACTS	
SUPPLIER FORMS	CONTACT
<p><u>CALGARY TELUS CONVENTION CENTRE:</u></p> <ul style="list-style-type: none"> ▪ COVID Safety Guidelines for Exhibitors ▪ Exhibitor Building Regulations ▪ Cannabis Guidelines for Events/Exhibitors ▪ Services Payment Form ▪ Electrical / Internet / Telecommunication & Cable TV / Utilities <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: 403.261.8502 E: shows@calgary-convention.com</p>
<p><u>MARRIOTT CALGARY DOWNTOWN:</u></p> <p>No outside food and beverage is allowed in the facility without approval from the Marriott Calgary Downtown.</p> <p>For All in-booth catering services complete:</p> <ul style="list-style-type: none"> ▪ 2019 Exhibitor Catering Standard Form ▪ Credit Card Authorization - Catering Services <p>For approval of food/drink samples to be given out at booth i.e. water, bottles, ice cream bars, etc.</p> <ul style="list-style-type: none"> ▪ Authorization Request – Third Party Food and/or Beverage Distribution Approval Form 	<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"> ▪ Audio Visual Rental Order Form ▪ Sign/Banner Hanging & Removal Order Form 	<p>Larry Calaro FMAV</p> <p>P: 403.261.8591 E: lcalaro@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 FMAV 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.
- ✔ Please refer to your tradeshow package for more detailed information on these and other requirements.