



Event Dates: Tuesday, April 12th – Thursday, April 14th, 2016
Trade Show Dates: Wednesday, April 13th – Thursday April 14th, 2016
Location: BMO Centre, Stampede Park, Calgary, Alberta, Halls C/D/E

Trade Show Planning at a Glance

What's included in your exhibit space?

8 foot high black drape back wall
3 foot high black drape side walls
1 line ID Sign (7"x44") with company name and booth number

Carpet is **not** included but exhibitors are REQUIRED to cover the floor of their booth. Floor covering can be ordered through the GES exhibitor's manual.

Contacts

General Exhibitor Questions | Nicole Jeffrey
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GES Exhibitor Services | Karina Acuna
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Calgary Stampede Services
eventservices@calgarystampede.com | 403-261-0377

A full listing of Official Contractors can be found on the [Official Contractors List](#).

Exhibitor Bulletins

The monthly [exhibitor bulletins](#) will help keep you on track with your deadlines and ensure your show planning is a success.

Rules and Regulations

Please review the [Exhibitor Rules](#) for show requirements, booth design guidelines, and in-booth activity regulations.

Exhibitor Services Manual

The GES Online [Exhibitor Services Manual](#) (espresso) will provide you with all the information you need to plan your participation in the trade show. The Manual includes information on vendor services order forms, Catering and Sampling, Customs and shipping, Material handling, GES booth furnishings, and Calgary Stampede Services. All of your Exhibitor Services orders with GES can be placed conveniently online through their secure portal.

For an overview of the manual contents, please see the [exhibitor's corner](#).

Booth Set-up Labour

Certain types of labour are restricted to convention centre employees, please review [the Booth Set-up FAQ](#) to ensure you are familiar with what you are allowed to do versus what must be done by the convention centre staff.

Calgary Fire Department Regulations

The Calgary Fire Department has strict regulations on materials that may be used in the booth to ensure they conform to fire retardant standards, as well as cooking and banner hanging. Please review these [regulations](#) carefully to ensure compliance as the Fire Marshall will be inspecting all booths prior to show opening.

Booth Display Guidelines

Height restrictions vary depending on the type of booth and location. Review these guidelines [here](#).

Badge Registration

New this year, exhibitor badges can be registered within the [a2z system](#). For full delegate badges, and individual tickets to other events, registration will open in January 2016.

For each 10x10ft of exhibit space, you will receive 5 exhibitor badges which include access to the After Party, trade show and business sessions.

Badges are not mailed in advance, they will be picked up at the registration desk.

New Product Showcase

Introduce your new products to a targeted audience of key industry professionals. Space is limited. [Sign up today!](#)

The new products will be on display in a non-refrigerated shelving unit in Hall C, a high traffic area.

Online and Print Directory

Fill out your profile information in the a2z [online directory](#) which will be viewable in the interactive floorplan and printed in the exhibitor's list. All profiles must be updated by February 10th in order to be included in the printed program.

Co-exhibitors

Main Exhibitors purchasing an exhibit space and who have co-exhibitor(s) sharing their booth space are required to register all co-exhibitors that are current CPMA members. The co-exhibitor [registration form](#) must be completed by the Main Exhibitor and submitted to the Management in order for the co-exhibitor(s) to be listed independently in all official exhibitor listings, receive exhibitor badges under their company's name, have access to exhibitor's promotional opportunities and receive individual services from the management.

Hotel Reservations

Hotel blocks have been reserved at a number of hotels in Calgary. Check out the [hotel page](#) for a full listing of official convention hotels. You should make your reservations directly with the hotels before the cut-off

date of Friday, March 11th. CPMA does not use housing bureaus. Any third party that contacts you is not affiliated with CPMA, and we cannot guarantee the legitimacy of their claims.

Shuttles

Shuttle Services will be available from the hotels to the BMO Centre. The up-to date shuttle information will be made available on the [convention website](#) in Feb 2016.

Move-In Information

Move-in dates are Monday April 11, 8am – 6pm, Tuesday, April 12th 8am – 6pm, and Wednesday, 8am – noon by targeted move-in schedule, available in January.

Exhibitors using the loading docks must adhere to their scheduled time. Materials brought through the front of the exhibit hall must be a small quantity/size that the exhibitor can carry in by hand – no dollies or carts allowed. All other items must go through the loading docks. All booths must be show ready by Wednesday at noon, **no exceptions**.

Move-out Information

Move out will be Thursday, April 14, 4:30pm – 10:00pm. Empty containers will be returned starting at 5:30pm after the aisle carpet removal. Move out continues Friday, April 15th, 7:30am to noon. All carriers must be checked in by 10:00am, and show materials removed by 12:00pm.

Shipping Information

Read the shipping and customs information in the [exhibitor's manual](#) for an overview before preparing your shipment. GES Logistics services can assist with your shipment, order forms can be found in the kit.

Advance Shipping

All produce and perishable materials can be shipped to the [advance produce warehouse](#) between March 11 – April 11 2016.

Booth materials/non-produce can be shipped to the GES [Advance warehouse](#) between March 11 – April 1, 2016

Please note that there are separate advance warehouses for Produce and Non-produce. To ensure proper storage, please separate your perishable and non-perishable items and label them appropriately.

Direct to Show Site Shipping

When shipping direct to show site, please label your produce shipments separately from your non-produce/booth item shipments to ensure proper storage. Please DO NOT combine your produce and non-produce shipments

Use the [Produce shipping label](#) for refrigerated storage and the [non-produce/booth material label](#) for dry storage.

Direct to show site material should arrive between Monday, April 11- and Tuesday, April 12 following the target move-in schedule.

Material Handling Information

GES is the exclusive provider of onsite material handling and drayage services, including labor to unload and deliver shipments to the exhibitor's booth space, remove and store empty crates, load freight onto the designated outbound carrier, and manage onsite refrigerated storage.

Review the [material handling information](#) contained in the exhibitor's manual for pricing on getting your shipments to your booth.

Cold storage is available on site. Labels for daily deliveries can be found in the exhibitor manual.

Product Sampling/Catering/Cooking

ALL exhibitors must submit the [Sampling/Non-sampling form](#) to indicate whether or not you will be serving food at your booth.

General information about food services can be found in the sampling and catering information section of the Exhibitor Services Manual

All companies serving food or drinks will need to review and abide by the [Alberta Health Services Requirements](#). Temporary hand wash stations can be rented through Calgary Stampede Catering. If you will be handling or

serving food and/or beverages (including food ordered through BMO Catering), you will also need to complete the [Alberta Health Services Notification Form](#). Sample size is limited to 2 ounces of liquid or a food portion that can be served from a sample tray with a toothpick.

If you will be doing cooking in your booth, please complete the [Exhibitor Cooking and/or Warming Device Notification](#) and review the [Calgary Fire Department Cooking Regulations](#). Please be aware that if you are cooking onsite using oils you are limited to 1 teaspoon of oil for usage.

If you would like to order catering, or need assistance with product preparation, serveware, or ice, please make your arrangements with the exclusive catering provider, Calgary Stampede Catering. If you would like the Stampede Catering to prepare your recipe, please submit a product preparation sheet. These will be available in the exhibitor's manual in January.

Alcohol must be ordered through the convention centre catering services. Exhibitors wishing to serve alcohol at their booths must complete the [Alcohol Request Form](#).

Important Locations in the Convention Centre

Registration	BMO Centre, Palomino Room
Trade Show	Halls C, D and E, BMO Centre, Stampede Park
Exhibitor Services Desk	Back of Hall C

Booth set-up Labour and Exhibitor Appointed Contractors

ALL exhibitors should complete and submit to CPMA the [Exhibitor Appointed Contractor Form](#) to confirm their booth set-up arrangements by March 9th, 2016. Exhibitors who are using a third party contractor, other than GES, Lowe's, Calgary Stampede Services, or any of our [official service providers](#) must also provide proof of insurance for their contractor. Please note that if EACs are not registered in advance or do not provide proof of insurance, they will not be permitted into exhibit halls and GES labor must be used.

Security

Show management will provide general security services for the trade show hall throughout the duration of the event. Should you require additional security for your booth, guards can be ordered through the BMO Centre.

International Exhibitors

International exhibitors who require a visa can request a letter of invitation to assist with the application process. NEW in 2015: Canada is introducing a new entry requirement, known as an Electronic Travel Authorization (eTA), for visa-exempt foreign nationals travelling to Canada by air. Exceptions include U.S. citizens and travellers with a valid visa.

For more information, please see the [International Delegate and Exhibitor Page](#).

Insurance

Exhibitors are **required** to provide proof of comprehensive general liability insurance against claims for bodily injury

or death and property loss, theft or damage, occurring prior to, during and after the exposition. The Main Exhibitor is required to provide insurance for all co-exhibitors who are registered at their booth. The certificate of insurance must be in the name of the company who purchased the exhibit space. A certificate of insurance for General Liability for a minimum amount of one (1) million dollars, naming the Canadian Produce Marketing Association as additional named insured must be provided to the Management by March 9, 2016 and remain in force through April 14, 2016.

Food Bank

Every year, CPMA partners with a local food bank to ensure that leftover produce goes to help members of the community. Last year CPMA Exhibitors donated 67,000 pounds of food in Montreal. If you would like to participate in this initiative, please place a food bank sticker on your leftover produce and place in the aisle in front of your booth. Food bank stickers are available at the GES Service Counter.

Exhibitor Schedule

Exhibitor set-up by targeted move in floor plan	Mon, April 11 Tues, April 12 Wed, April 13	8:00 am – 6:00 pm 8:00 am – 6:00 pm 8:00 am – 12:00 pm
GES Service Centre Hours	Mon, April 11 Tues, April 12 Wed, April 13 Thurs, April 14	8:00 am – 6:00 pm 8:00 am – 6:00 pm 8:00 am – 5:30 pm 9:00 am – 8:00pm
Trade Show Hours	Wed, April 13 Thurs, April 14	1:30 pm – 5:30 pm 11:30 am – 4:30 pm
Move Out	Thurs, April 14 Fri, April 15	4:30 pm – 10:00 pm 7:30 am – 12:00 pm