

A photograph of the Edmonton EXPO Centre building at dusk. The building is a modern glass structure with a grid of windows. The interior lights are on, and the words "Edmonton EXPO Centre" are visible through the glass in various colors (purple, green, blue, red). The sky is a deep blue.

# EDMONTON EXPO CENTRE

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## 2018 Venue Guide

7515 – 118 Avenue  
Edmonton, AB

780.471.7377  
[contact@edmontonexpoecentre.com](mailto:contact@edmontonexpoecentre.com)

# Table of Contents

- 1: WELCOME TO THE EDMONTON EXPO CENTRE ..... 5**
- 2: MEET YOUR EDMONTON EXPO CENTRE VENUE TEAM..... 6**
  - SALES TEAM.....6
  - EVENT ENTERTAINMENT & OPERATIONS TEAM.....6
  - EXCLUSIVE SERVICE PROVIDERS.....6
  - PREFERRED SERVICE PROVIDERS.....7
- 3: SAFETY AND SECURITY ..... 8**
  - BUILDING SECURITY .....8
  - EVENT SECURITY .....8
  - FIRE AND SAFETY REGULATIONS .....8
  - FIRST AID SERVICES AND GUIDELINES .....9
  - PRE-EVENT PLANNING FOR SECURITY .....9
- 4: GENERAL RULES AND POLICIES ..... 10**
  - ACCESS CONTROL AND CREDENTIALS .....10
  - ACCESSIBILITY.....10
    - Accessible Parking*.....10
    - Courtesy Phones* .....10
    - Drinking Fountains* .....10
    - Elevators* .....10
    - Personal Assistive Mobility Devices* .....10
    - Service Animals* .....10
  - ADVERTISING, PUBLICITY, PROMOTION .....10
  - ANIMALS .....11
  - ATM’S .....11
  - AUTOMOBILES.....11
    - Display Vehicles (Motorized)* .....11
  - AUDIO VISUAL SERVICES.....11
  - A/V REPRODUCTION & BROADCAST.....11
  - BASIC RENTAL INCLUSIVES .....12
    - Staffing*.....12
    - Meeting Rooms*.....12
    - Ballrooms* .....12
    - Exhibition Halls* .....12
  - CANCELLATION .....12
  - CANCELLATION POLICY.....12
  - COAT CHECK FACILITIES.....12
  - DAMAGES .....12
  - DELIVERIES, FREIGHT AND COURIERS .....13
  - ELECTRICAL CABLES .....13
  - ELECTRICAL SERVICES.....13
  - EQUIPMENT CARE .....14
  - EVENT STAFF.....14
  - EXHIBITS .....14
  - EXTERIOR EXHIBITS / TENTS .....14
  - FACILITY INSPECTION .....14
  - FLOOR PROTECTION .....15
    - Floor Marking*.....15

<i>Floor Outlets</i> .....	15
<i>Soil/Garden Displays</i> .....	15
FLOOR WEIGHT CAPACITY .....	15
FLOOR TYPE .....	15
FORKLIFT OPERATIONS .....	15
GALLERY / PRE-FUNCTION SPACE.....	16
GOODS & SERVICES TAX.....	16
HEAVY EQUIPMENT DISPLAYS.....	16
HOUSEKEEPING: CLEAN IN, CLEAN OUT .....	16
INSURANCE AND INDEMNIFICATION .....	16
KEYS.....	16
LICENSES .....	16
LIGHTING LEVELS .....	17
LOST & FOUND .....	17
MEDIA.....	17
MOVE IN/OUT.....	17
LICENSE PERIOD AND ACCESS .....	18
<i>Extension of Licence Period</i> .....	18
MUSIC LICENSING AND FEES .....	18
SOCAN .....	18
<i>Re:Sound</i> .....	18
THE EDMONTON EXPO CENTRE DIGITAL, MOBILE AND SOCIAL MEDIA ASSETS .....	19
PARKING & TRANSPORTATION.....	19
<i>Guest Parking</i> .....	19
<i>Exhibitor Parking</i> .....	19
<i>Marshalling Area</i> .....	19
<i>Public Transportation</i> .....	20
<i>Road Closures</i> .....	20
<i>Shuttle Bus</i> .....	20
<i>Taxi Stands &amp; Courtesy Phone</i> .....	20
PHOTOGRAPHY & VIDEOGRAPHY .....	20
PRESSURIZED CYLINDERS .....	20
PYROTECHNICS .....	20
RESPECT IN THE WORKPLACE.....	20
RIGGING.....	21
ROOM CAPACITIES .....	21
SAMPLES AND GIVEAWAYS.....	21
SERVICE CONTRACTORS.....	21
SHOW OFFICE .....	21
SIGNAGE AND DECORATIVE / PROMOTIONAL MATERIALS .....	21
<i>Adhesives</i> .....	22
<i>Banners</i> .....	22
<i>Free Standing Signage</i> .....	22
<i>Helium Balloons</i> .....	22
<i>Painting/Refinishing</i> .....	22
<i>Signs &amp; Special Decorations</i> .....	23
SMOKING .....	23
SOLICITATIONS .....	23
SPONSORSHIP.....	23
TECHNOLOGY SERVICES .....	24
TICKET SALES & HANDLING.....	24
VIDEO DISPLAY SCREENS .....	24
<b>5: FOOD AND BEVERAGE</b> .....	<b>25</b>
CATERED EVENT CONTRACTS.....	25

CONCESSIONS & RESTAURANTS .....	25
ELECTRICAL .....	25
FOOD & BEVERAGE SAMPLING .....	25
GUARANTEES .....	26
OUTSIDE FOOD AND BEVERAGE .....	26
INDEPENDENT CONCESSIONAIRES .....	26
SERVICE OF ALCOHOL.....	26
TAXES, SERVICES AND LABOUR CHARGES .....	26
APPENDIX A: LIFE SAFETY AND EMERGENCY ALERT NOTIFICATION .....	27
APPENDIX B: FIRE REGULATIONS.....	28
APPENDIX C: VENUE LAYOUT .....	33
APPENDIX D: PARKING MAP .....	34
APPENDIX E: VENUE CAPACITY CHART .....	35
APPENDIX F: FOOD SALES AND SAMPLING FORM.....	37
APPENDIX G: EVENT PLANNER’S TIMELINE AND CHECKLIST .....	42
APPENDIX H: SOCIAL MEDIA & EVENT LISTING .....	43

# 1: Welcome to the Edmonton EXPO Centre

Welcome to the Edmonton EXPO Centre!

A hub of activity in Edmonton and the Northern Alberta region, the Edmonton EXPO Centre is the largest venue of its kind west of Toronto. Millions of guests visit the Edmonton EXPO Centre annually to take part in hundreds of conventions, catered events, graduations and more. In addition to hosting attractions, exhibits, concerts and events, this venue is the destination for large consumer and trade shows.

We're pleased you've chosen this venue to host your event, and our team is looking forward to help make it a successful one.

Thank you for making the Edmonton EXPO Centre your destination.

Sincerely,

Arlindo Gomes  
General Manager  
Edmonton EXPO Centre

## 2: Meet Your Edmonton EXPO Centre Venue Team

### Sales Team

Our friendly sales team is your first point of contact and will be your go-to contact through the booking and contract process. They will work with you to review your projected dates, space needs, rate structures and proposed event requirements. An event will be regarded as contracted following the execution of a License Agreement and payment of deposit. If you are less than 12 months from your event and you have not executed a contract, please contact our sales team so we can help expedite the process.

Contact us: [sales@edmontonexpocentre.com](mailto:sales@edmontonexpocentre.com)

Phone: 780.471.7380

### Event Entertainment & Operations Team

Once your contract has been executed, an Event Manager will begin working with you. Consider your Event Manager as your greatest asset. They will become an integral part of your event team, your central conduit of information during the planning process, and your 'go-to' person once you arrive on site.

You will have direct contact with your Event Manager. Should you need to contact the main switchboard for any reason, we can be reached at 780.471.7377.

### Exclusive Service Providers

We are proud to partner with our exclusive and preferred service providers. They work within our venue every day and provide an impressive level of service. You may request their services directly, or through your Event Manager or Catering Sales Manager.



Bee-Clean was born out of the vision that we could create a true leader in the janitorial services industry. Every company in every industry claims to be the best at what they do. That's how sales are made and business is completed. In reality, there can only be one "best"—only one true leader. Bee-Clean set the standard in the janitorial industry and we continue to raise the bar for all of our competitors to work towards. We are dedicated to the goal of reducing overhead and containing costs while simultaneously sustaining gains in workforce productivity. We give attention to the balance between managing costs and leveraging value.

Email: [support@beeclean.net](mailto:support@beeclean.net)

Website: [bee-clean.com](http://bee-clean.com)

## **SHOWTECH** POWER & LIGHTING

ShowTech Power & Lighting is Canada's leading provider of temporary lighting, electrical, mechanical and production/staging services for trade and consumer shows, conventions and corporate events. For over 60 years we have provided the show and convention industry with the highest level of service to 21 facilities and over 3,000 events annually coast to coast. Through the years events have grown, facilities are far superior and the pace is faster, but our commitment remains the same - industry leadership through respected, professional, full service operations.

Email: [sales@showtech.ca](mailto:sales@showtech.ca)

Website: [showtech.ca](http://showtech.ca)

## ***ticketmaster***<sup>®</sup>

Ticketmaster is the world's leading ticketing company, operating in 19 global markets, providing ticket sales, ticket resale services, marketing and distribution through its website, one of the world's top 10 e-commerce sites on the Internet.

Website: [ticketmaster.ca](http://ticketmaster.ca)



Coca Cola is the exclusive provider of non-alcoholic beverages for all Edmonton EXPO Centre venues and events. This includes soda, juice, energy drinks, and water. No other non-alcoholic beverage brands may be sold or distributed at Edmonton EXPO Centre.

Website: [coca-cola.ca](http://coca-cola.ca)

### **Preferred Service Providers**



GES is Canada's largest trade show and event decorator and proud to be a partner at the Edmonton EXPO Venue. Our full service operation specializes in pre-show planning, floor plan design, draped and hard wall booths, furniture rentals, logistics, material handling, graphics and design. GES is the official contractor for the Alberta Gift Fair, The Edmonton Motorshow and Edmonton EXPO Centre Events, just to name a few. Our experienced staff are ready to work with you on all your trade show and event requirements.

Email: [edmonton@ges.com](mailto:edmonton@ges.com)

Website: [ges.com](http://ges.com)

### 3: SAFETY AND SECURITY

The Edmonton EXPO Centre is committed to creating a safe, comfortable and enjoyable entertainment experience. Guests have a right to expect an environment where they will be treated in a consistent, professional and courteous manner by all building personnel. The Edmonton EXPO Centre is the exclusive provider of venue and event security. Security personnel are trained to intervene when deemed necessary and will use their best discretion to help ensure that guests have a safe experience; however, venue security is not responsible for goods and property within specific event spaces.

Staff, clients, contract labour and all others working on Edmonton EXPO Centre property shall at all times adhere to all applicable federal, provincial and local laws, regulations and standards related to safe working conditions and practices.

Please ensure that your staff, exhibitors and contractors are familiar with [Appendix A: Life Safety and Emergency Alert](#) Notification.

This document contains important information relating to emergency procedures.

#### Building Security

The Edmonton EXPO Centre has 24-hour grounds-wide security which is supported by both cameras and alarm systems. Cameras can scan internal and external public areas and Mobile Security staff can be dispatched quickly to investigate situations needing immediate attention.

Please ensure that all members of your operational team are aware of the following emergency telephone number:

**Security Dispatch 24 HOURS: 780.471.7222**

#### Event Security

The Edmonton EXPO Centre is the exclusive provider of event security. Deployment of licensed security will take effect during all overnight move in/out periods when show staff and/or exhibitors are not in the venue. When events are in progress, overnight security requirements will take effect after show conclusion until show opening the following day.

Your Event Manager will work with our security management team to determine appropriate staffing levels. A risk assessment will be conducted by our Security Team to determine the staffing levels based on the size and nature of your event.

We recommend that you consider event security within your event spaces and for your activities that may have special security requirements. It is important to share your intended program of activities as soon as possible with your Event Manager. Some areas to consider and highlight for your Event Manager are:

- Special guests, speakers or celebrities
- High profile companies and organizations
- Controversial themes
- Past history of conflicts



## Fire and Safety Regulations

Safety is a top priority in everything we do. These regulations are designed to create and maintain a heightened level of awareness of safety within the Edmonton EXPO Centre and surrounding property. The objective of these requirements is to limit potential hazards. Following these procedures and abiding by these requirements as well as the Alberta Fire code will prevent costly delays and changes to show designs and will ensure the safety of employees and guests. Please refer to [Appendix B: Fire Regulations](#)

## First Aid Services and Guidelines

Certified first aid coverage or Emergency Medical Technician (EMT) personnel are required for all trade and consumer events at the Edmonton EXPO Centre. First aid staff will be scheduled a ½ hour prior to the start of the event until ½ hour after the event closes. Alberta Paramedical Services, is the exclusive supplier for all first aid and medical services at the Edmonton EXPO Centre. For more information please speak to your Event Manager.

The Edmonton EXPO Centre has a fully equipped first aid room located in the gallery in front of Hall C. The Edmonton EXPO Centre Event Security and Mobile Security teams are trained in first aid emergencies including the use of on-site AED's (Automated External Defibrillators). Our team works in a coordinated manner with the City's fire and emergency agencies. Dial **780.471.7222** from any phone or alert any Edmonton EXPO Centre staff member of the need for emergency first aid. Our first aid attendants will respond immediately and will contact external emergency agencies if needed.

As part of our planning process a risk assessment will be conducted for the event to evaluate what level of first aid services will be required at the event.

## Pre-event planning for Security

Before the event begins, there are several steps which you can take to help ensure a safe and secure event:

- Provide suppliers and contractors with the safety, security and emergency procedures for the venue
- Distribute this information to your staff and request that they familiarize themselves with the details
- Distribute exhibitor information well in advance of the event and draw exhibitors' attention to key safety, security and emergency information
- Ensure your event has a reliable system of accreditation for all participants of your event including staff, delegates, speakers and guests and provide your Event Manager with copies of the accreditation
- Provide up-to-date exhibitor and supplier lists to your Event Manager
- Consider a planned and structured move-in with specific times for deliveries for your contractors and exhibitors

## Maintaining public order and safety in licensed premises

The Edmonton EXPO Centre acts in accordance with [Section 69.1 of the Alberta Gaming and Liquor Act](#). Individuals who do not comply with this legislation may be removed from the Edmonton EXPO Centre by Edmonton Police Services.

## **4: General Rules and Policies**

### **Access Control and Credentials**

All personnel working within Edmonton EXPO Centre are required to wear a clearly visible company issued identification badge or show credential. General contractors, decorators and all other affiliated contractors are responsible for ensuring their staff and management team display their credentials from the first day of move-in until move-out is completed.

Show management should supply all exhibitors with show credentials prior to being permitted in the exhibit area. A copy of show credentials as well as restrictions associated with access should be provided to your Event Manager at least seven days prior to the event.

### **Accessibility**

The Edmonton EXPO Centre is committed to meeting the need of all our guests. This includes providing an accessible environment and accommodating the needs of people with special requirements. The venue complies with federal, provincial and local regulations, as well as laws governing accessibility and the rights of persons with disabilities.

The Edmonton EXPO Centre is equipped with accessible amenities such as doors, washrooms, elevators and stage ramps. Any specialized requirements you may have should be discussed with your Event Manager as early as possible.

#### ***Accessible Parking***

Dedicated accessible parking is available close to the venue. Please refer to [Appendix D: Parking Map](#)

#### ***Courtesy Phones***

A courtesy telephone is available for local phone calls at the east entrance as well as the central information desk.

#### ***Drinking Fountains***

Accessible water fountains are located throughout the venue.

#### ***Elevators***

All levels of the EXPO Centre are accessible by Elevator. Please see [Appendix C: Venue Layout](#) for locations

#### ***Personal Assistive Mobility Devices***

The Edmonton EXPO Centre takes into account physical limitations and provides limited access to non-powered personal assistive mobility devices such as wheelchairs.

#### ***Service Animals***

Service and guide animals are permitted in all public areas and at all times.

### **Advertising, Publicity, Promotion**

All advertising for events held at the Edmonton EXPO Centre venue must be coordinated and approved by your Event Manager prior to printing and/or airing. Copies of the Edmonton EXPO Centre logo are available from your Event Manager for reproduction and inclusion in your literature. The use of any Edmonton EXPO Centre brand, logo, or name without express authorization is strictly prohibited.

The Edmonton EXPO Centre supports the need to promote your event outside your licensed space. All requests for promotional and / or directional signage outside the licensed space and must be submitted to your Event Manager at least 45 days prior to the first scheduled move-in date. Please see [Signage and Decorative / Promotional Materials](#).

## **Animals**

Animals or pets, except for properly identified guide or service animals, are not permitted in the venue except as an approved exhibit, activity or performance where the use of animals is integral to the event. All animals must on a leash or in an enclosed pen and be under control at all times within the venue. The owner takes full responsibility for their animal and is responsible for all costs and damages caused by the animal. All animals must be removed from the venue at the end of each day. Approval must be requested at least 7 days prior to the event and include plans for enclosure and waste.

## **ATM's**

Guests will find ATM's located in the Gallery. Please see [Appendix C: Venue Layout](#)

## **Automobiles**

As a general rule, personal vehicles are not permitted into the venue. If absolutely required for booth setup or as part of a display, prior approval is required from your Event Manager in order to facilitate this. Any vehicles entering the venue must provide a copy of automobile liability insurance reflecting \$2 million per occurrence.

Large semi-trailers and oversized vehicles and cranes are not permitted into the Halls without prior approval. Written requests must be made seven (7) days prior to move-in and must include the vehicles height, width, length and weight. All detached trailers and cranes must use footpads to prevent damage to the floor.

Vehicles will be required to exit the venue immediately upon unloading/loading and park as directed in the designated exhibitor parking area.

### ***Display Vehicles (Motorized)***

Vehicles which are on display are subject to the following conditions:

- Gas tanks must not contain more than a half tank of gasoline or fuel and must be inoperable, e.g. battery and/or ignition are disconnected, or the vehicle is locked and the hood cannot be opened from the outside of the vehicle.
- Fuel caps must be taped or locked shut, drip pans are required under all vehicles while inside the venue and keys are to be left with our security team or the Event Manager.
- Vehicles that are equipped with pressurized propane or nitrous oxide tanks must have the tanks professionally purged prior to display in the venue and must be able to provide paperwork as proof upon request.
- All vehicles must be reviewed and authorised by your event manager immediately upon entering the venue.

Please ensure you are familiar with the [Appendix B: Fire Regulations](#)

## **Audio Visual Services**

Please discuss specific A/V requirements with your Event Manager. Also, please refer to our [Preferred Service Providers](#).

## **A/V Reproduction & Broadcast**

Specific arrangements must be made in advance for live broadcasts from the Edmonton EXPO Centre. Please discuss with your Event Manager or Sales Manager.

## Basic Rental Inclusives

### Staffing

An in-house Event Manager will be assigned to work with you during the planning process, move-in, event and move-out. They will be your primary connection to the Edmonton EXPO Centre once your event is contracted.

### Meeting Rooms

- One (1) meeting room set-up for each contracted meeting room during contracted period.
- *Changes to room setups with less than five (5) business days' notice may incur additional charges.*
- One (1) 8' x 12' riser, one skirted table for head table.
- One (1) registration table for each contracted meeting room (if applicable).
- Room set-up and equipment required for food service functions (if applicable).

### Ballrooms

- One (1) room set-up for each contracted ballroom during contracted period. *Changes to room setups with less than five (5) business days' notice may incur additional charges.*
- One (1) riser (up to 28' x 40'), two (2) skirted tables for head table.
- One (1) registration table per contracted ballroom (if applicable).
- Room set-up and equipment required for food service functions (if applicable).

### Exhibition Halls

- One (1) show management office (subject to availability) with rental of exhibit hall(s), and one (1) table and two (2) chairs.  
*Changes to room setups with less than five (5) business days' notice may incur additional charges.*
- One (1) paging microphone per exhibition area.
- Room set-up and equipment required for food service functions (if applicable).

**PLEASE NOTE:** Provision of equipment is subject to available Edmonton EXPO Centre inventory levels and provided on a first-come basis. Revisions to basic service inclusions are at Edmonton EXPO Centre management's sole discretion. The Edmonton EXPO Centre does not provide tables or chairs for exhibitions or display purposes.

## Cancellation

Cancellation policies should be discussed with your Sales Manager prior to requesting your contract. Cancellation details will be referenced in your License Agreement.

### Cancellation Policy

A cancellation policy will be developed and defined in your License Agreement. This policy will state the deposit amount, cancellation timeline and breach repercussions.

### Coat Check Facilities

Coat check rooms are available upon request. Please speak to your Event Manager. The Edmonton EXPO Centre is unable to accept responsibility for items left in the coat check rooms or on coat racks.

### Damages

Any damages to any Edmonton EXPO Centre property or equipment should be reported immediately to the Show Office or Event Manager.

- If required, the show office will contact the Edmonton EXPO Centre Security at 780.471.7222 to respond. Security personnel will obtain any pertinent information as required for the file, supplying you with an Edmonton EXPO Centre file number for reference.
- The Edmonton EXPO Centre is not responsible for loss of, or damage to, personal property brought onto its premises however caused. The presence of Security and/or watch personnel does not constitute acceptance by Edmonton EXPO Centre of any responsibility for the security and safety of your personal property of materials on or near the Edmonton EXPO Centre premises.

The Edmonton EXPO Centre Security provides 24-hour coverage for general building security and the Edmonton EXPO Centre site. Access control or “watch personnel” are not responsible for goods and property within specific event spaces.

If the venue is not in the same condition as it was received the Edmonton EXPO Centre will make the necessary repairs and include costs for such cleaning and repairs in the client’s settlement. All damage except for normal facility wear and tear is the responsibility of the client. You are encouraged to schedule a pre-walk-through with your Event Manager at a mutually agreeable time on the first day of your event move in. A final walk-through will take place after the event has concluded and an evaluation report will be completed.

### **Deliveries, Freight and Couriers**

The Edmonton EXPO Centre will not accept freight shipments on behalf of exhibitors *at any time*. Please note that general show/event shipments, product and/or courier items will **not be** received in our venue until contractual commencement of the first move-in day. Arrangements must be made with your Show Services Provider (e.g. GES) to act as the “receiver” for all freight. shipments will be returned or retained by the carrier at the Shippers expense. Any early carrier/courier phone inquiries will be forwarded back to show management. Storage and/or unauthorized trailer staging is not available on our site. Please discuss all event delivery logistics with your Show Services provider and Event Manager, well in advance of your event.

Show Management is responsible for the removal of all event related product/displays at the expiration of the contractual move out period. Any items left behind will be considered waste and disposed of or recycled appropriately. Unapproved hazardous, large, high volume waste such as metal, crates, pallets, full or partial displays, bulk carpet etc. will be subject to disposal surcharges. Please discuss any additional recycling or disposal needs with your Event Manager.

For information about Canada Border Services Agency, please contact [cbsa-asfc.gc.ca](http://cbsa-asfc.gc.ca) or by calling:

- Service in English within Canada: 800.461.9999
- Service in English outside of Canada: 204.983.3500

### **Electrical Cables**

All electrical, data and audio-visual cables must meet be installed in a safe manner. Exhibitors may be subject to inspection at any time. Suppliers install their own matting, which will be inspected by the Event Manager prior to the event start.

### **Electrical Services**

Electrical services are supplied by our exclusive supplier ShowTech Power & Lighting. Some 110 Volt outlets may be available along specific show walls. All electrical appliances, electrical cords and electrical connections shall comply with the Electrical Code. The Edmonton EXPO Centre is not responsible for reliability of power provided from these outlets and reserves the right to remove anything plugged into these outlets.

Please see: [Exclusive Service Providers](#), [Preferred Service Providers](#), and [Appendix B: Fire Regulations](#)

## **Equipment Care**

If any member of your event team including exhibitors, contractors, subcontractors, representatives or agents damage Edmonton EXPO Centre equipment or facilities through accident, abuse, negligence or failure to follow the building's operating procedures or policies, the contracted client will be charged the full, current replacement and/or repair costs.

## **Event Staff**

In an effort to deliver an exceptional and safe experience for your event, the Edmonton EXPO Centre will provide required staffing based upon the size and nature of your event. All charges associated with this staffing will be at the client's expense. Additional event staffing requirements should be discussed with your Event Manager.

This information is required a minimum of 30 days prior to the move in event date. All staff cancellations require 48 hours otherwise a minimum charge of four hours per staff member will be incurred. Cancellations during shifts will result in charges for the balance of each shift. Special rates for overtime and statutory holidays may apply.

Staffing additions made less than 48 hours prior to a shift may incur additional charges. Please speak with your event manager about the Staff and Equipment Rate card.

## **Exhibits**

All exhibits must be brought into the Edmonton EXPO Centre via loading dock(s) assigned by your Event Manager. Edmonton EXPO Centre does not provide furniture, equipment, lighting or specific display items for exhibitor booth use. Please contact your contracted display company for these items.

The public spaces, general public accesses and emergency exits of Edmonton EXPO Centre cannot be obstructed by exhibits. Doors, fire cabinets, pull stations, signage and house lighting cannot be covered or obstructed at any time. All exhibit layouts require the advance approval of Edmonton EXPO Centre and need to be submitted to the Event Manager at least one month prior to the event move in.

Please see: [Appendix B: Fire Regulations](#)

## **Exterior Exhibits / Tents**

For safety reasons all tents erected on Edmonton EXPO Centre property, regardless of size must be approved in advance by Edmonton EXPO Centre. Exterior structures may require special fire marshal approval. If you may require the use of tents or canopies on the exterior of the venue, contact your Event Manager for additional information. All tents or temporary structures are to be supported with concrete blocks. These should be included within your tent rental agreement as Edmonton EXPO Centre does not supply concrete blocks. The use of stakes is strictly prohibited.

## **Facility Inspection**

A facility inspection will be scheduled and conducted prior to your move-in and after your move-out with your Event Manager or Event Representative. It is preferred that you are present during these inspections.

## **Floor Protection**

Responsibility for protecting floor areas rests solely with the client and affiliated contractors. This applies to areas receiving crates, pallets, freight, boxes, road cases, or other large / heavy materials likely to cause damage. No cutting of carpet, foam core or other materials is permitted without proper floor protection. Prior approval is required for furniture dollies, pallet jacks and aerial and scissor lifts accessing any carpeted areas. Forklifts are prohibited for use in the meeting rooms and ballroom.

### ***Floor Marking***

Floor marking is done by your contracted display company and needs to be coordinated through your Event Manager. Standard stick or ball type removable chalk or approved tape products are permitted. Please note that cleaning and removal of non-approved adhesives by the Edmonton EXPO Centre will be billed back on settlement.

Please see: [Signage and Decorative / Promotional Materials](#)

### ***Floor Outlets***

Vehicles, forklifts, pallet jacks, and/or man-lifts shall not be driven over electrical outlets in the floor when extension cords or other cabling is plugged into these outlets.

### ***Soil/Garden Displays:***

Displays containing soil or similar materials must use a fire retardant protective coating such as plastic to protect the floor and all facility equipment. Please note that additional cleaning charges may apply.

## **Floor Weight Capacity**

Please discuss specific floor weight capacities and requirements with your Event Manager.

## **Floor Type**

Exhibit Halls:	ABC – sealed latexphalt
Exhibit Halls:	DEFGH – sealed concrete
Meeting Rooms:	Carpet
Ballroom/Breakout Rooms:	Carpet
Gallery & Support Rooms:	Carpet

During move-in and move-out periods, carpeted aisles used for freight transport should be protected and will be chargeable to the event if damaged. Your decorator can assist with these arrangements.

## **Forklift Operations**

As required by Occupational Health & Safety (OHS), only individuals possessing a current and valid license may operate heavy machinery. The operator is required to have the appropriate license in their possession and available for inspection upon request. All forklifts and other heavy loading devices operated within Edmonton EXPO Centre facilities must be operated in a safe manner and must have a horn in addition to functional back up alarms.

Equipment shall only be operated in accordance with manufacturer's written recommendations and applicable legislation. Incidents observed and/or reported where unsafe equipment is being used or unsafe practices are being employed will cause work to immediately cease until all safety concerns have been sufficiently addressed to the satisfaction of your Event Manager.

## **Gallery / Pre-Function Space**

The Gallery serves as a public corridor for all guests, delegates and members of the public. Fire regulations dictate that the width of this corridor must be maintained at all times for traffic flow and in the event of an emergency. Any intended use of this space must be discussed and approved by your Event Manager in advance. No move-in or move-out is permitted in public spaces. All move-in and move-out schedules must be sent to your Event Manager for approval.

All furniture and equipment located in the lobbies and other public areas of The Edmonton EXPO Centre are placed for use by our guests and are not intended for individual event use. Accordingly, these items are not available for rent.

## **Goods & Services Tax**

A Federal Goods and Services Tax (GST) will be applied to all goods and services. Please review the current tax rate with your Sales Manager at the time of booking.

## **Heavy Equipment Displays**

All heavy equipment to be displayed or used on site must be approved by the Edmonton EXPO Centre. Please discuss these needs with your Event Manager.

## **Housekeeping: Clean in, Clean out**

Housekeeping services are provided exclusively by the Edmonton EXPO Centre. Housekeeping and cleaning of all public areas used for conventions, meetings, and food & beverage functions, is included in the basic room rental. However, depending on the nature of these events, additional housekeeping costs may be incurred. Your Event Manager will assist in identifying areas which have potential cost implications.

Housekeeping and cleaning for some trade and consumer shows, and special events are chargeable costs. This may include: pre-event and post-event cleans, exhibit hall cleaning, washroom attendants, move-in, move-out, event day housekeeping and any special crews or equipment required to clean and remove excessive debris.

Client/Exhibitors are asked to remove all signs, advertisements, show bills, posters and cards upon the completion of the event. Additional costs may be incurred if areas are not clean and clear of these materials.

Please see: [Signage and Decorative / Promotional Materials](#)

## **Insurance and Indemnification**

Your Sales Manager will discuss with you your Indemnification and General Liability requirements pre-contract. Both the Edmonton Economic Development Corporation and The City of Edmonton must be listed as additional insurers.

## **Keys**

Keys or access cards may be obtained through your Event Manager with advance notice, and must be returned on the last day of the Event. Venue keys/cards are subject to a \$50 refundable deposit for each key. The \$50 deposit per key/card will be added to the final invoice for each key not returned.

## **Licenses**



The Client is responsible for obtaining all licenses, permits and approvals from the appropriate regulatory boards and authorities that may be required for staging your Event. The cost of these licenses will be the responsibility of the Client.

### **Lighting Levels**

Lighting during move-in, set-up and move-out will be at levels suitable for safe working environment. House lighting levels during event days are as determined by the Show Producer in conjunction with your Event Manager.

### **Lost & Found**

Any inquiries regarding Lost and Found items should be directed to 780.491.5523. All lost and found articles are catalogued and stored for 90 days. After that period, all articles are disposed of at the sole discretion of the Edmonton EXPO Centre.

### **Media**

If you expect your event to generate media interest, please pass on your media relations contact to your Event Manager. Any inquiries received by the Edmonton EXPO Centre Communications staff will be passed onto this individual.

The Edmonton EXPO Centre Digital, Mobile and Social Media Assets.

### **Move In/Out**

The Client is responsible for clearly communicating the move-in and move-out times to their exhibitors. Please provide clear direction when controlled access is in effect as well as a procedure for assisting exhibitors/suppliers without proper accreditation.

The control of ingress / egress and vehicle marshalling is the responsibility of the Edmonton EXPO Centre.

*Please keep the following move in / move out rules and regulations in mind:*

- Credentials are required from the first day of move in. Please refer to [Access Control and Credentials](#) for additional information.
- For the purpose of property damage prevention and providing clear direction to your exhibitors, EXPO venue staff must be employed to monitor doors/loading areas and control vehicle traffic during all contractual move-in and move-out periods.
  - Costs for this are the sole responsibility of the client. Staff performing this role are **not** expected to perform any formal security function, as they are not licensed or trained for this purpose. Any formal security needs should be directed through your Event Manager.
- Vehicles are not to be driven in the venue without prior approval.
  - Please refer to [Automobiles](#)
- Exhibitors are required to bring their own tools, ladders, brooms, dollies and other items required to build or transport their exhibit. Some materials may be available for rent from your material handler or display services contractor.
- The Edmonton EXPO Centre has a zero-tolerance policy for any mistreatment/abuse of our employees. Please see
- [Respect in the Workplace](#).

- For the safety of all parties, no persons under the age of 15 be may present on the show floor during move in, move-out, or while heavy machinery is operating. It is the Show manager's responsibility to communicate this recommendation to the exhibitors prior to the start of move-in.

All persons, articles, exhibits, fixtures, displays and other equipment shall be brought into and out of the venue at designated loading docks only and not through the gallery. Should you have special requirements or need additional assistance, please contact your Event Manager.

Freight may not be stacked or stored in the following areas: loading areas, restricted areas, against fire exits, fire pull stations, strobe flashers or fire hose cabinets.

Depending on commitments to other events taking place in the venue not all bays or load-in areas may be available at all times. Specific locations and schedules should be discussed with your Event Manager prior to move-in.

See [Appendix B: Fire Regulations](#) and [Appendix C: Venue Layout](#)

## **License Period and Access**

Please refer to your License agreement for approved access times to your licensed area. Access to the area outside of these times shall be at the sole discretion of the Edmonton EXPO Centre and may incur additional costs.

Client shall make all arrangements for exhibitor and contractor access to the licensed area during the License term.

### ***Extension of Licence Period***

The client shall be responsible for any charges levied by Edmonton EXPO Centre to extend the License term. Any additional services required if the licensed areas are not clear of all materials brought into the venue by the end of the term shall be charged to the client.

## **Music Licensing and Fees**

### ***SOCAN***

The Society of Composers, Authors and Music Publishers of Canada (SOCAN) requires a license for each day of an event where music will be played. The EXPO Centre is responsible for collecting and remitting these fees.

For fee information, please visit: [socan.ca](http://socan.ca)

The daily fees are not applied to events days where no music is played. Your total fee will be included on your final invoice at the conclusion of your event unless you obtain your own license from SOCAN. In this case, please forward a copy of the license to your Event Manager in advance of your event.

### ***Re:Sound***

Re:Sound is designated by the copyright Board of Canada to license businesses in Canada for the use of recorded music to accompany live events such as receptions (including weddings), conventions, assemblies and fashion shows. The EXPO Centre is responsible for collecting and remitting these fees, please see your Event Manager for further details.

## **The Edmonton EXPO Centre Digital, Mobile and Social Media Assets**

The Edmonton EXPO Centre social media team and photographer will be permitted to access any show to help promote the event unless a request is made to not allow access. With an online audience across multiple social media platforms, the Edmonton EXPO Centre is happy to discuss promoting your event through its channels. We encourage you to tag @EdmontonEXPOCentre (Facebook and Instagram) or @yegexpocentre (Twitter) in all your posts at our venue.

We also offer the opportunity for you to have a brief description of your public event listed on the Edmonton EXPO Centre website calendar. Our website is a valuable resource to local residents, hotel/resort concierges, media outlets, and national convention attendees.

To have details and key messaging included with your complimentary listing on our web calendar and social media pages, please see [Appendix H: Social Media & Event Listing](#).

## **Parking & Transportation**

### ***Guest Parking***

The Edmonton EXPO Centre has nearly 3,900 parking stalls. Drop off areas as well as dedicated accessible parking is available close to all main entrances. The Edmonton EXPO Centre is a charged parking site and the fee is subject to change. For additional parking information, please contact your Event Manager or visit our website at [edmontonexpocentre.com](http://edmontonexpocentre.com) for maps and directions.

### ***Exhibitor Parking***

Exhibitor parking is available in the **West Parking Lot**. There is a charge for this parking area, and parking services sell exhibitor parking passes online in advance of the event through [my.parkingsoft.com/EdmontonExpoCentre](http://my.parkingsoft.com/EdmontonExpoCentre).

Exhibitor parking passes provide exhibitors with quick access to the site through the Service Entrance located on 79<sup>th</sup> Street and Borden Park Road. Purchasing a parking pass also allows for in and out privileges. Trailer parking is available on site in the exhibitor parking area or as directed by the Parking Team. Parking staff are on site for most major events and will be pleased to provide directions. Some restrictions may apply, for further information please speak with your Event Manager.

Please see [Appendix D: Parking Map](#)

### ***Marshalling Area***

Exhibitor marshalling areas are located at the north and south end of The Edmonton EXPO Centre and accessed from the 79<sup>th</sup> street Service Entrance. These areas are generally congested during move-in and out and are used as drop off / unloading areas. Once loaded or unloaded exhibitors will be required to move their vehicle to the exhibitor parking area. The exhibitor parking area provides easy access to both marshalling areas.

Parking staff can provide you with information on parking restrictions and move in and move out times. Please allow them to assist you to improve traffic flow and reduce congestion. The emergency access road along the west side of The Edmonton EXPO Centre is a no-parking area and cannot be used to move product or equipment in or out of the venue.

### ***Public Transportation***

The Edmonton EXPO Centre is centrally located, just minutes from the downtown core. Coliseum LRT Station is just steps away from the north entrance. To plan your route please visit: <http://etstripplanner.edmonton.ca/PlanYourTrip.aspx>

### ***Road Closures***

For information on any possible road closures and detours please visit the City of Edmonton website at [edmonton.ca](http://edmonton.ca). Road closure and detour information is located under the feature content heading on the left-hand side of the page.

### ***Shuttle Bus***

Services can be arranged at applicable rates based on event size, season and scope. Please contact your Event Manager for more information.

### ***Taxi Stands & Courtesy Phone***

Taxi stands are located in close proximity to the main venue entrances with dedicated access for the Edmonton EXPO Centre preferred taxi service provider. Courtesy phones are located at our north & east main entrances.

## **Photography & Videography**

The Edmonton EXPO Centre reserves the right to take any photographs or video footage of the event for its own records and for publicity purposes.

## **Pressurized Cylinders**

The Edmonton EXPO Centre fire safety regulations prohibit pressurized containers which exceed 2.7lbs.

All helium tanks brought into the Edmonton EXPO Centre for use during events are to be stored and secured in an upright position in accordance with the Hazardous Chemicals Act. On-site storage of helium tanks requires discussion with your Event Manager. Please refer to the [Appendix B: Fire Regulations](#)

## **Pyrotechnics**

Advance formal approval from Edmonton Fire Department must be given for all events requesting the use of pyrotechnics. Please contact your Event Manager for further information on the approval process. Please refer to the [Appendix B: Fire Regulations](#)

## **Respect in the Workplace**

The Edmonton EXPO Centre is committed to providing and maintaining a workplace which ensures all employees, clients, guests and suppliers are treated with dignity and respect. We strive to create an environment free from any form of harassment, discrimination or violence. Harassment is a form of discrimination which is prohibited by law.

The Edmonton EXPO Centre supports the freedom from harassment provisions outlined by the Alberta Human Rights Commission. Clients, their staff, suppliers and contractors are encouraged to support the venue in its efforts.

## **Rigging**

Rigging services are exclusively provided by ShowTech Power & Lighting. They will work closely with you to complete a rigging plan for final approval by the Edmonton EXPO Centre. All rigging requests must be submitted at least **30 days** in advance.

Please contact your Event Manager for any preliminary venue information required to accommodate your rigging.

Please refer to [Signage and Decorative / Promotional Materials](#) and [Exclusive Service Providers](#)

## **Room Capacities**

Room capacities are set by the fire marshal and must be adhered to for your event. Capacity will vary depending upon your specific function requirements such as staging, lighting, audio visual and set-up styles. Please discuss your proposed function details with your Sales Manager to ensure the appropriate allocation of space.

Please refer to [Appendix E: Venue Capacity Chart](#)

## **Samples and Giveaways**

Exhibitors may give away free items to event attendees, with the exception of firearms and/or other weapons. Samples must be distributed from specific exhibitor booth locations only. The Edmonton EXPO Centre reserves the right to regulate the size and type of samples. Food and beverage samples have specific limitations and are subject to EXPO Centres' exclusive agreements.

Please see

## **Service Contractors**

All employees provided from your Service Contractor must either have a company picture identification badge, or show specific accreditation.

## **Show Office**

Each Show office is equipped with the following items:

- First Aid kit
- Phone and Internet capabilities
- Recycle container
- Tables as required
- Chairs as required

If additional items are required, please contact your Event Manager. Additional costs may apply.

## **Signage and Decorative / Promotional Materials**

A majority of the following items pertain directly to your service contractor. However, as Licensee, it is ultimately your responsibility to ensure adherence to all facility rules and regulations. Should you have any questions regarding the following policies, please contact your Event Manager.

Nothing may be taped, nailed, tacked, stapled, glued or otherwise fastened to ceilings, painted surfaces, fire sprinklers, columns, fabric or decorated walls. This policy applies to all surfaces in the building, not just the contracted space. Please pass this message along to you staff, exhibitors and contractors. Doing any of the above may damage the finishes and you will be charged for any costs associated with repair, cleaning or removal.

## ***Adhesives***

Acceptable adhesives are poly-coated cloth tape or gaffer's tape available through hardware or specialty stores. Vinyl, packing, duct or foam tapes are prohibited in the venue. The only acceptable double-sided carpet tape is: Scapa 174034 (available through most display companies). When laying carpet or other materials on the venue floors, a protective layer of adhesive pre-mask tape (e.g. Transferite) is required between the floor and the material being laid.

“Stick on” floor decals, floor signs or similar promotional items, meant as floor décor, may not be used in or about the venue unless specifically approved by your Event Manager.

## ***Banners***

With sole occupancy (only tenant occupying the entire building) event organisers may display signage for forthcoming events.

Banners may be suspended in approved locations within the contracted event space. When an event contracts the entire venue well as in the public gallery. Banners will only be displayed during event days and in areas in direct proximity of licensed space. The EXPO Centre reserves the right to approve content and location. Please discuss requirements with your Event Manager.

The venue requires advance notice of any banners to be hung, including the following details:

- Number of banners to be installed
- Intended locations for banners
- Dimension: length, width, height and weight (banners over 25 lbs. will be custom-quoted)
- Banner material
- Please see
- 
  
- Rigging

All banners are installed by ShowTech Power & Lighting.

## ***Free Standing Signage***

Free standing signage may be placed in the alcove of the entry doors to the contracted space but may not extend past the perimeter of the alcove on to the Gallery. Signage can only be displayed outside the contracted boundaries of show space if no other client is occupying the Venue at that time, or after approval from your Event Manager and other exhibition organizers occupying the Venue. All signage extending into the gallery must be approved by your Event Manager. To avoid costly errors please send proofs of your signage plan to your Event Manager.

## ***Helium Balloons***

Helium-filled balloons or other inflatable items may be permitted if approved by your Event Manager. Due to the complexity and cost of retrieving balloons, a deposit may be requested when helium balloon décor is utilized. Any costs associated with retrieving balloons will be billed back on settlement.

### ***Painting/Refinishing***

No painting or refinishing of signs, displays or other objects will be permitted inside the venue. With prior approval, this activity may be allowed in designated loading dock areas with special conditions. Contact your Event Manager for details.

### ***Signs & Special Decorations***

Signs, banners, posters and other promotional/directional materials are welcome in The Edmonton EXPO Centre subject to prior written approval from your Event Manager. Approved materials cannot be physically attached to any surface, or to any of the furnishings or fixtures of the venue. Dedicated sign holders and easels are available for posting such material.

Signs are to be created with professional quality. *Handwritten signs are not permitted in any area of the Edmonton EXPO Centre.*

The client will be required to remove all signs, show bills, posters and tape which the Edmonton EXPO Centre finds objectionable.

All decorative materials must be treated with flame proofing before installation.

All materials not removed before the end of the move-out period will be removed by the Edmonton EXPO Centre and all costs will be billed back on settlement. The Edmonton EXPO Centre does not guarantee the storage or return of these items.

The Edmonton EXPO Centre will be happy to customize client logos for inclusion in the standard directional signage provided for each event. Contact your Event Manager for details.

Additionally, adhesive-backed decals (such as promotional stickers) require prior approval from your Event Manager. Any costs incurred by the Edmonton EXPO Centre for the removal of these items will be charged to the client

### **Smoking**

The Edmonton EXPO Centre is committed to ensuring a positive experience for all guests, volunteers, clients contractors, employees and the public at large. Under the provisions of Provincial and Municipal laws, the Edmonton EXPO Centre is a non-smoking property.

This policy limits the use of tobacco smoking to designated smoking areas and prohibits the use of e-cigarettes or similar devices inside any building, workplace or licensed area on the Edmonton EXPO Centre campus or any exterior location or prescribed distance from any door window or air intake where the use of tobacco products is prohibited by the *Tobacco Reduction Act or Public Places Bylaw (14614)*.

### **Solicitations**

No collections or donations, whether for charity or otherwise, shall be made, attempted or announced on any Edmonton EXPO Centre premises without the prior written approval of the Edmonton EXPO Centre management, unless the collection or donation is a freewill offering in conjunction with a religious service.

## **Sponsorship**

The Edmonton EXPO Centre has entered into agreements with multiple companies for the purpose of providing advertising, sponsorship and promotional opportunities. The main element of each agreement provides advertising exclusivity within a product category.

Advertising exclusivity means that products displayed or utilized on the Edmonton EXPO Centre property cannot conflict with the Edmonton EXPO Centre sponsors and their product category.

## **Technology Services**

Our Technology specialists can work with you to create a custom solution for your event based on your event requirements. Additional information and the Internet order form can be found here:

[edmontonexpocentre.com/facility-services/order-services/](http://edmontonexpocentre.com/facility-services/order-services/).

The Edmonton EXPO Centre is the exclusive provider of internet services. Please note that networking equipment such as (but not limited to) routers and switches are prohibited. Exhibitors require authorization from the Edmonton EXPO Centre to bring in their own computer infrastructure equipment such as (but not limited to): Wireless Access Points, Routers, Bridges, Servers, NAT Devices, and Servers. Devices brought in without authorization will not be able to connect to the Internet.

Wireless internet is readily available throughout the facility for a fee and complimentary Wi-Fi is available in the food court.

## **Ticket Sales & Handling**

Ticketmaster is the exclusive ticketing services provider for the Edmonton EXPO Centre. Please see [Exclusive Service Providers](#) for additional information.

## **Video Display Screens**

The Edmonton EXPO Centre is pleased to offer the following identification and advertising opportunities through its video display system:

- Customized event logos and/or text can be incorporated into the daily event listings shown on the venue's video display system.
- Your event sponsor/advertisers may be featured on a rotational basis on a dedicated video screen.

For more information on rates and availability, please review with your Sales Manager or designate.



## 5: Food And Beverage

The Edmonton EXPO Centre is the exclusive provider for onsite food and beverages. No show is permitted to bring in food and/or beverages without written contractual consent.

### Catered Event Contracts

Catered Event Contracts are issued for all functions requiring food and beverage. Each contract is assigned a return due date. Failure to return your contract on or before the due date could result in the removal of your held date. Should your Sales Representative attempt and fail to make contact with you within two weeks after the contract due date, it will be assumed that the event is cancelled, and the date will be removed from the booking calendar.

These contracts list the determined room rental fee, services required, decorations, operation times, additional bar, coat check, security or other specific needs. Please note that services will not be performed without a signed Catered Event Contract.

### Concessions & Restaurants

The Edmonton EXPO Centre's Food Court is often in operation during public events and private trade shows and offers a wide variety of made to order selections. The operation of these stands is based on individual event needs. Food and Beverage operations within the halls will include a minimum guarantee.

### Electrical

Please see [Electrical Services](#) under general rules & policies.

### Food & Beverage Sampling

The Edmonton EXPO Centre Exhibitor policies with respect to food and beverage sampling within the venue are as follows:

- **Food Product:** Sample portions to be no more than one (1) oz. (28 grams) per serving.  
**PLEASE NOTE:** Additional fees may be assessed if samples exceed the specified portion size.
- Advise the EXPO Centre 30 days in advance as to how many booths you will be operating within the Trade Show and the product you will be sampling.
- It is your responsibility to comply with all Alberta Health Services regulations. For further information, please contact the Edmonton Alberta Health Services office at 780-735-1800 or [edmontonzone.environmentalhealth@albertahealthservices.ca](mailto:edmontonzone.environmentalhealth@albertahealthservices.ca) . Information can also be obtained at [ephs.ca](http://ephs.ca) (click on *Facts and Forms*).
- Fill out and submit for approval Edmonton EXPO Centre's food sampling authorization form which can be found in [Appendix F: Food Sales Sampling Form](#)
- If you would like food and beverage items to use as a traffic promoter to your booth (i.e. coffee, soft drinks, bottled water, popcorn, cookies, etc.) please contact [FoodServices@EdmontonEXPOCentre.com](mailto:FoodServices@EdmontonEXPOCentre.com) and we would be delighted to assist in arranging catering services.

It is mandatory that exhibitors maintain standards and adhere to sanitation requirements. Alberta Health Services legislation relative to sampling must be in full force:

- All foods offered as samples must be protected from contamination and improper handling by customers. It is recommended that vendors hand samples to the customer, using toothpicks, napkins or single-use containers.

- Vendors offering food samples shall follow approved handwashing requirements, replace samples if they are displayed longer than one hour and discard leftover or contaminated samples.
- No exhibitor shall cook or reheat food for samples unless the following requirements are reached: approval is obtained from Alberta Health Services; cooking equipment is located within the stall and away from customer contact; a thermometer is available to ensure that foods reach an internal temperature greater than 74C; a sanitizer (e.g. bleach) is available in a spray bottle or other easily used dispensing device; handwashing sink and equipment requirements are met.

**ALCOHOLIC PRODUCT:** As the sampling of alcohol carries a much higher potential risk to public health and safety, Exhibitors who wish to distribute alcohol samples from their booth must **first** contact Edmonton EXPO Centre (780) 471-7327 or [FoodServices@EdmontonEXPOCentre.com](mailto:FoodServices@EdmontonEXPOCentre.com). All requests must be approved in advance by the Edmonton EXPO Centre and must meet the requirements of the Alberta Gaming and Liquor Commission (AGLC).

### **Guarantees**

Our catering department must be notified of the guaranteed number of guests attending the function a minimum of five (5) full business days in advance. Failing this, the estimated number given at the time of booking will be taken as a guarantee for billing. The Edmonton EXPO Centre reserves the right to move groups to a more suitable room if the guarantee differs from the expected attendance. In such cases, the client will be advised in advance.

### **Outside Food and Beverage**

The Edmonton EXPO Centre's exclusive food and beverage suppliers make every effort to ensure food and beverages are abundantly available and of the highest quality. We ask that exhibitors respect our supplier commitments and refrain from bringing in outside food and beverages.

### **Independent Concessionaires**

Strict and detailed guidelines for Independent Concessionaires have been outlined in the following document: [Appendix F: Food Sales and Sampling Form](#)

### **Service of Alcohol**

The Edmonton EXPO Centre is an Alberta Gaming & Liquor Commission (AGLC) licensed venue and provides licensed service areas for trade show attendee's and/or exhibitors and catered events. All alcohol related questions or requests should be brought to the attention of your Sales Manager prior to confirming your event.

The consumption of alcoholic beverages is restricted to the designated event area outlined in your license agreement.

### **Taxes, Services and Labour Charges**

Taxes, service and labor fees are broken down as follows:

- Taxes: GST on all products, labor and services
- Services: 18% service fee is applied to all food and beverage

## 7: APPENDIX / ATTACHMENTS

### Appendix A: Life Safety and Emergency Alert Notification

#### Edmonton EXPO Centre Life Safety and Emergency Alert Notification

At the Edmonton EXPO Centre, safety is our highest priority. Ensuring the well-being of our guests, staff and volunteers by making our site and our events safe and accessible is of the utmost importance.

Please ensure that all members of your operational team are aware of the following emergency telephone number:

**SECURITY DISPATCH 24 HOURS: 780.471.7222**

Ensure you are familiar with closest fire alarms, fire extinguishers and emergency exit doors

#### FIRE EMERGENCY

If you see a fire or smoke:

- Leave the fire area immediately
- Close the door behind you
- Activate the nearest fire alarm
- Leave the building by the nearest exit and proceed to the closest muster point

#### IN CASE OF FIRE ALARM

##### First Stage – Alert Only!

- During First Stage, an intermittent audio tone accompanied by flashing strobe lights will be seen and heard throughout the venue.
- This will inform guests that this is an alert only.
- This will last approximately five (5) minutes and/or less dependent on the nature of the situation.
- Remain calm, this is a fire alert only.
- Evacuation not required, but preparations to leave the building should be made.

##### Second Stage – Evacuate!

- Wailing sirens accompanied by flashing strobe lights will be seen and heard throughout the venue.
- This calls for immediate evacuation.
- Leave the building via the nearest exit proceed to a muster point.
- Follow specific evacuation instructions from loud speakers or from trained venue staff.
- Never put yourself in danger.
- Do not return until declared safe to do so by Fire Officials.

#### IN CASE OF MEDICAL EMERGENCY

- Contact Security Dispatch 780.471.7222
- Provide exact location
- Provide detailed information of the injury and the cause of the injury

## Edmonton EXPO Centre Muster Points

**1** NORTH MUSTER POINT:\* East of Pedway and next to 118 Avenue South pedestrian stairs.

**2** SOUTH MUSTER POINT:\* Double headed "light located on the North grass berm directly South of C6 & C7 overhead doors.

## Appendix B: Fire Regulations

### Fire Regulations Show Assembly Guidelines

The Floor Plans shall contain the following information for all exhibits and displays:

- Legible and accurate information of display areas or booths.
- Dimensions of all areas or booths that will be displayed.
- All exits and access to exits clearly marked and kept unobstructed.
- Main aisles will lead directly to exits.
- Aisle widths shall be posted on the plans.
- Location and the amount of combustible or hazardous material located in each hall.
- The number of trained personnel on site in case of an emergency.
- Propane - allowed one – 2.7 lbs. per unit or appliance required for display, vending or demonstration purposes. For any propane usage other than the above, City of Edmonton Building Inspection Branch shall approve.
- Final floor plans shall be submitted a minimum 14 days in advance of show's opening.

The plans will be pre-approved under the condition that a final inspection shall be made before the show's opening. After the site has been inspected and meets the requirements as specified, a letter will be left with the show office indicating the Emergency Response Department has approved the show. These inspections are subject to fees under City of Edmonton Emergency Response Fees and Charges Bylaw # 15597.

Refer to the other requirements governing aisles, booths, exhibits and displays in assembly buildings.

If further information is required contact the City of Edmonton Fire Prevention Office at 780.496.3628.

## Emergency Response Department Public Safety and Education Branch

### Requirements Governing Aisle and Booth Arrangements in Public Assembly Venues

**PLEASE NOTE:** While not specifically referenced in the Alberta Fire Code, the following excerpts from the Alberta Building Code (1985) and NFPA 101 Life safety Code (1988) are deemed to be applicable and reasonable.

1. No portion of a booth or display shall obstruct any exit or access to exit.
  - a. (Alberta Fire Code, Section 47(1)).
2. If a fire hose standpipe, manual fire alarm pull station or exit sign is located within the exhibit space, it shall be the responsibility of the exhibitor to provide access to such equipment and if the view to such equipment is obstructed, to provide designated signs for same.
3. Dead end aisles shall not be more than 6m in length.
  - a. (Alberta Building Code 3.3.2.4.(5)).
4. Travel distance to at least 1 exit shall not exceed 45m in any sprinklered floor area or 30m in any other occupancy.
  - a. (Alberta Building Code 3.4.2.4.(1)).
5. The above sentence need not apply if exits are placed along the perimeter of the floor area and are not more than 60m apart, measured along the perimeter, provided each main aisle in the floor area leads directly to an exit.
  - a. (Alberta Building Code 3.4.2.4.(2)).
6. Booths or displays shall be served by aisles having an unobstructed exit access of not less than 3m in clear width parallel to and adjacent to the booth or display front.
  - a. (NFPA 101, 1988, 24-4.4.1).
7. Notwithstanding the above noted requirements, display arrangements that do not conform may be accepted if the standard of safety is not reduced.

## Emergency Response Department Public Safety and Education Branch

### Fire Safety Requirements Governing Exhibits And Displays in Public Assembly Venues

**PLEASE NOTE:** The requirements as noted below are only a condensation of the referenced sections of the Alberta Fire Code. If more information is required, contact the [City of Edmonton Fire Prevention](#) Office at 496-3628.

1. Submit floor plans for Emergency Response Department approval prior to setup.
2. No portion of a display shall obstruct any exit aisle or exit doorways.
3. Dead end aisles shall not exceed 6 meters.
4. All exits must be unlocked and free of chains and padlocks during all periods of occupancy.
5. If a fire hose standpipe, manual fire alarm pull station or EXIT sign is located within the exhibit space, it shall be the responsibility of the exhibitor to provide access to such equipment and if the view of such equipment is obstructed, to provide designating signs for same.
6. The following materials, if used for display or decorative purposes, shall be inherently flameproof or properly treated with a chemical flame retardant:
  - flowers (artificial)
  - foliage (artificial)
  - paper, cardboard or compressed paperboard
  - plastic materials
  - split wood and bamboo fibers
  - textiles, table skirting, etc.
  - any other material used for festive decorations (including Christmas trees)
  - Wallpaper is permitted if pasted securely to walls or wallboard backing.
7. Permission may be given to use materials such as:
  - hay or straw
  - acetate fabrics
  - paper backed foil

After considering the amount and location of these combustibles and treating them with a chemical flame retardant.
8. It is not the intent of this guideline that textiles and similar combustible merchandise on display for sale be flame proofed; however, quantities shall be limited to an acceptable amount.
9. The use of open flame is limited to certain equipment that requires open flame to demonstrate the function of such equipment. However, individual approval is required from the Public Safety and Education Branch to have such open flame.
  - a. Equipment must be set up in a manner that will comply with acceptable safety standards and a suitable fire extinguisher shall be provided.
  - b. If at any time the Safety Codes Officer deems such equipment to be operated in a manner dangerous to public safety, he shall direct the property owner to cancel the privilege of the exhibitor concerned.
  - c. Every display using an open flame must have a 2A 10BC rated (minimum) multi-purpose fire extinguisher. Food Service concessions must have a K rated dry chemical fire system or extinguisher.
10. Interior food services events or displays shall provide information noting the location of cooking equipment (deep fryers, grills, stoves) fire extinguishers and aisle space within the booth area.
11. Open flame shall not be used solely for attracting attention. Burning candles must be contained within an enclosed, non-combustible structure (such as glass) and placed or displayed in a

manner that avoids direct contact with guests. Candle sticks and / or free-standing candles are not permitted.

- a. Every display using candles must have an ABC rated fire extinguisher.
12. Under the authority of the Provincial Plumbing and Gas Protection Services, propane must be used for propane burning appliances; however, the cylinder shall not exceed 5 lb capacity.
13. Compressed gas or air cylinders shall be adequately secured or cart mounted to prevent tipping.
14. Gasoline tanks, on motor vehicles or other gasoline fueled equipment, shall be not more than 1/2 full, and shall be equipped with a lock-on type cap. Keys should be kept on hand if an evacuation of the vehicles is required.
15. CSA Certified Propane fueled vehicles will be permitted inside the building, but not on display during events.
16. Natural gas-powered vehicles are permitted provided main stop valves are closed.
17. Boxes and cartons from which merchandise has been removed must be neatly piled in storage areas designated by the property owner.
18. All electrical appliances, electrical cords and electrical connections shall comply with the Electrical Code.
19. Motor vehicles designed for open air food services are prohibited in public assembly buildings.
20. Outdoor displays, parked vehicles or other objects shall not restrict access to, or obstruct from view, any fire hydrant or Fire Department connection on any building.
21. Outdoor cooking appliances require 3m clearance of any structure or 1m from any vehicle. Propane, Natural Gas and Butane are accepted fuels.
22. The property owner shall have on hand the name and phone number of the person (promoter) who is responsible or in charge of the overall exhibition.
23. Natural gas appliances must be properly vented to the outside. Subject to approval, a limited number of appliances may vent directly into a display area overhead. This is subject to Occupational Health & Safety Guidelines concerning air quality and exchange.
24. All spare propane/gasoline shall be stored outside in a secured/accepted compound.

Failure to comply with these requirements may result in further action in accordance with the Safety Codes Act.

## Edmonton Emergency Response Department Fire Prevention Branch Pyrotechnic Materials and Devices

Requirements governing the purchase, possession, handling or discharge of explosives classified as Division Class 7, Subdivision 5 (Theatrical Effects) as per the Explosives Regulations (Canada), hereafter referred to as pyrotechnic materials and devices.

### PERMIT CONDITIONS

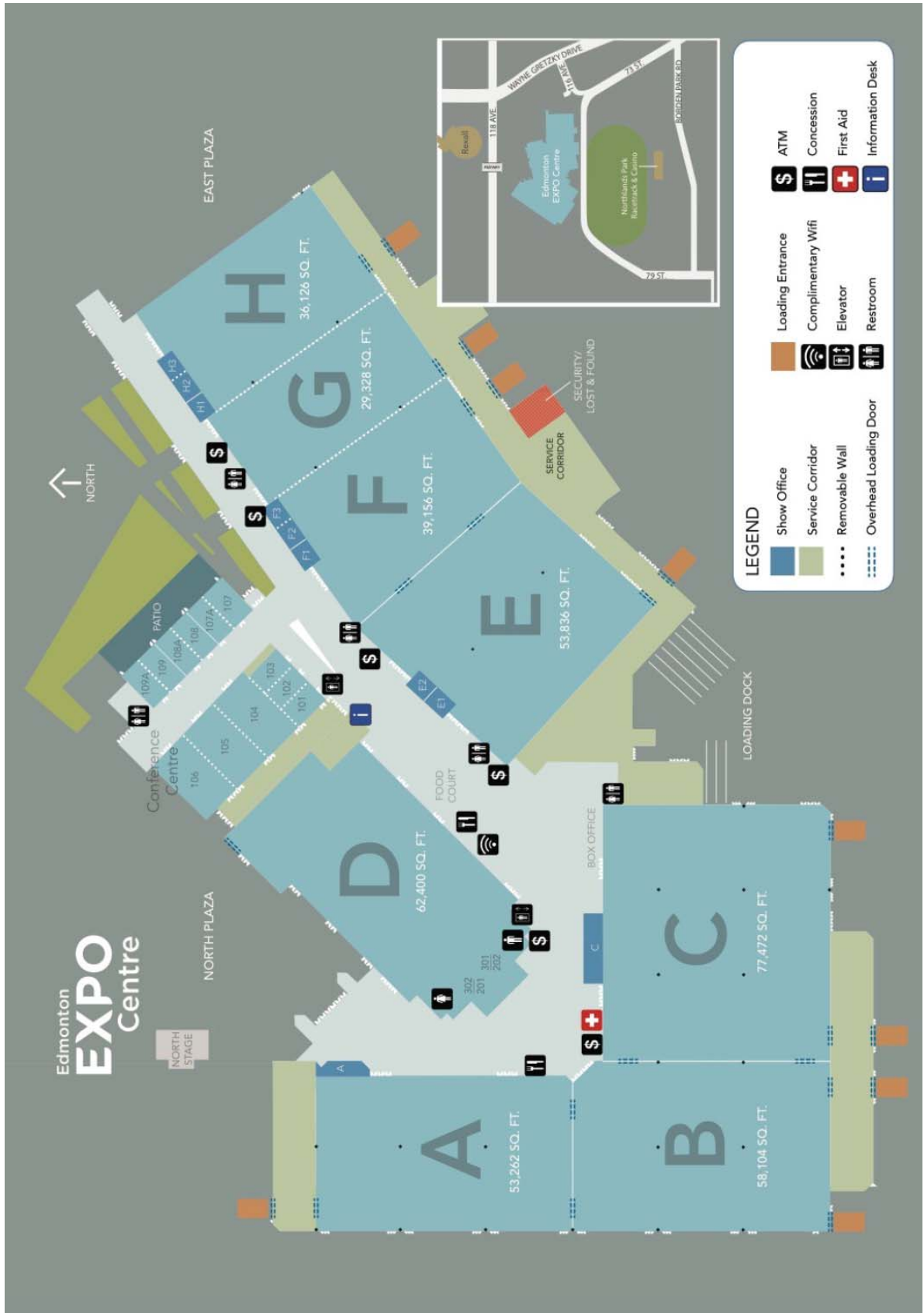
1. No person who is under 18 years of age shall purchase, possess, handle, discharge, fire or set off pyrotechnic materials and devices.
2. No person shall purchase, possess, handle, discharge, fire or set off pyrotechnic materials and devices unless he holds a permit for that purpose issued by a Safety Codes Officer.
3. A permit issued under Sentence (2) above;
  - i. shall specify the date, time and location on which the pyrotechnic materials and devices are to be discharged, and,
  - ii. may contain any other terms and conditions the Safety Codes Officer considers necessary to ensure the safe use of the pyrotechnic materials and devices.
4. A Safety Codes Officer shall not issue a permit under these requirements unless:
  - i. The applicant possesses a Fireworks Supervisor Card issued pursuant to the Explosives Act and regulations under that Act (Canada), and a permit to use, handle, prepare and fire an Explosive issued pursuant to the Alberta Occupational Health and Safety Act and Regulations, or documentation of alternate permits and experience which the Safety Codes Officer may consider as equivalent.
  - ii. The applicant can demonstrate knowledge of and experience in applying the standards presented in NFPA 1126 (1992) "Standard for the Use of Pyrotechnics before a Proximate Audience."
  - iii. The applicant submits a plan showing:
    - a) Location of the site of performance.
    - b) Exact distances of all pyrotechnic materials and devices from audience, performers, staging, sets, properties and curtains.
    - c) Legend showing symbols for each pyrotechnic material and device with numbers of each, and for Binary powders, the load values.
    - d) Ceiling height.
    - e) Listing of amounts of pyrotechnic materials and devices to be used in the show, and descriptions of cueing in the show.
  - iv. The applicant supplies a certificate of insurance with a minimum value of five million dollars (\$5,000,000.00). This certificate will include, as additionally insured, the venue where the performance will occur and the City of Edmonton.
  - v. The applicant supplies written documentation proving the issuance of the venue of performance owners or agent's permission to discharge pyrotechnic materials and devices at site.
  - vi. At the Safety Codes Officers' discretion, a representative demonstration of any or all effects will occur in the venue of performance prior to the issuance of the permit.
  - vii. Edmonton Emergency Response Department, Fire Prevention Branch personnel may be present for all such pyrotechnic shows and will have the authority to cancel the show for just cause, including but not limited to,
    - a) Violation of permit.
    - b) Change of show product without approval.
    - c) Violation of any of the standards presented in NFPA 1126 (1992) Standard for the Use of Pyrotechnics before a Proximate Audience.

**PLEASE NOTE:** Noncompliance with these requirements may result in action being taken in accordance with the Safety Codes Act.



# Appendix C: Venue Layout

Also available at [edmontonexpocentre.com](http://edmontonexpocentre.com)

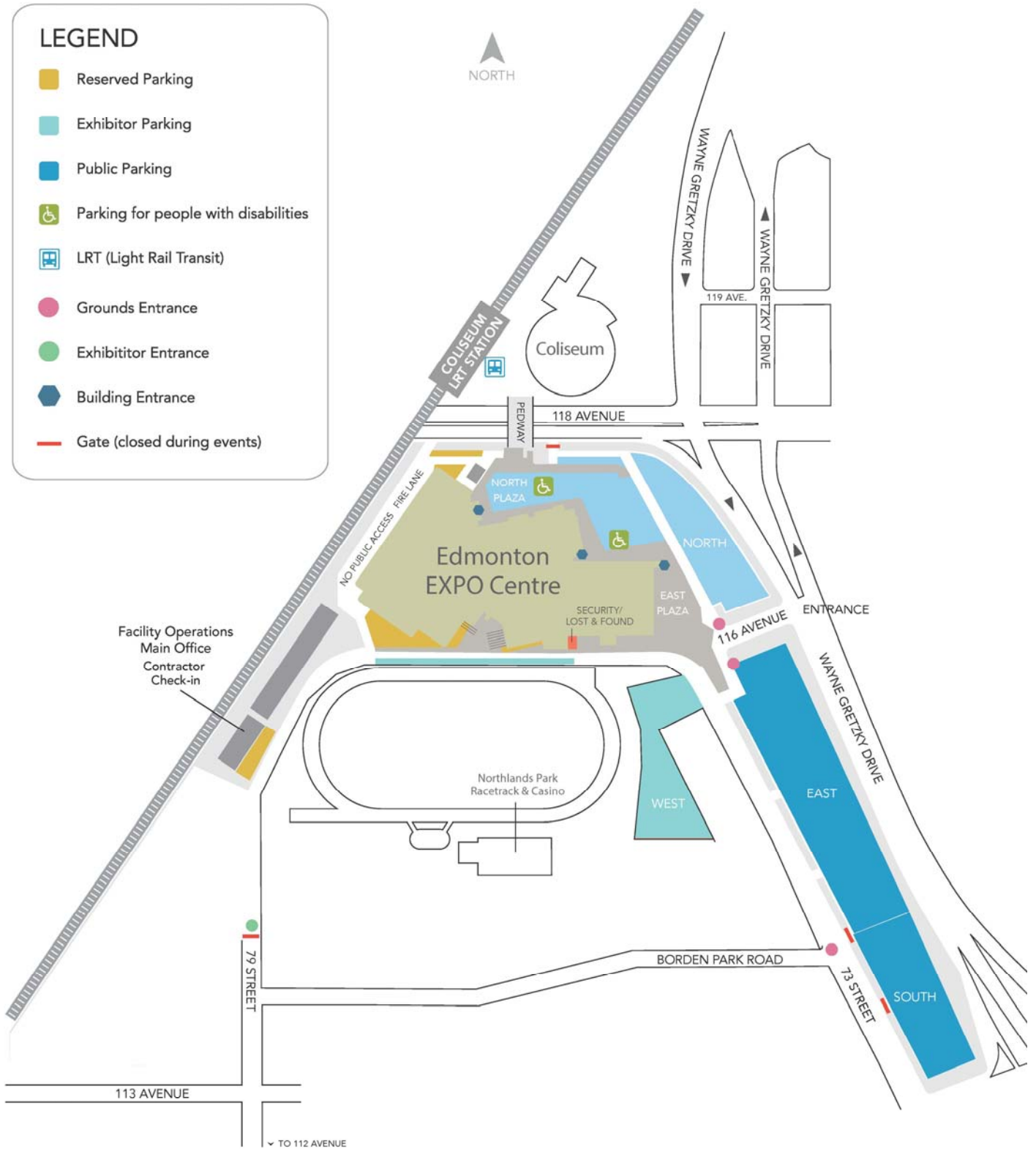


# Appendix D: Parking Map

Also available at [edmontonexpocentre.com](http://edmontonexpocentre.com)

**LEGEND**

- Reserved Parking
- Exhibitor Parking
- Public Parking
- Parking for people with disabilities
- LRT (Light Rail Transit)
- Grounds Entrance
- Exhibitor Entrance
- Building Entrance
- Gate (closed during events)



## Appendix E: Venue Capacity Chart

	Square Footage	Ceiling Height ft.	Ceiling Height m.	Theatre	Classroom	Reception	Booth Capacity 10'x10'	Rounds of 10 No Amenities
Hall A	53,262	24.6 ft.	7.5 m	2,300	1,900	4,000	274	1,800
Hall B	58,104	24.6 ft.	7.5 m	2,900	2,000	4,500	301	2,000
Hall C	77,472	32.8 ft.	10 m	3,500	2,750	5,500	413	3,000
Hall D	53,410	40.0 ft.	12.2 m	4,000	1,700	1,800	325	1,000
Hall D Sales Ring	8,990	28.0 ft.	8.5 m	350	350		65	
Hall E	53,836	30.0 ft.	9.1 m	2,300	1,700	4,000	270	1,800
Hall F	39,156	30.0 ft.	9.1 m	2,000	1,600	3,000	203	1,300
Hall G	29,328	30.0 ft.	9.1 m	1,600	1,000	2,200	164	1,000
Hall H	36,126	30.0 ft.	9.1 m	2,000	1,600	2,750	178	1,200
Halls F G	68,484	30.0 ft.	9.1 m	3,100	2,250	5,200	334	2,300
Halls G H	65,454	30.0 ft.	9.1 m	3,000	2,100	4,900	319	2,200
Halls F G H	104,610	30.0 ft.	9.1 m	4,000	3,000	7,900	497	3,500
Gallery C	637	9.0 ft.	2.7 m					
Gallery Room E1	637	9.0 ft.	2.7 m	40	20	40		
Gallery Room E2*	652	9.0 ft.	2.7 m	40	20	40		
Gallery Room F1*	652	9.0 ft.	2.7 m	40	20	40		
Gallery Room F2	531	9.0 ft.	2.7 m	40	20	40		
Gallery Room F3*	531	9.0 ft.	2.7 m	40	20	40		
Gallery Room H1*	652	9.0 ft.	2.7 m	40	20	40		
Gallery Room H2	645	9.0 ft.	2.7 m	40	20	40		
Gallery Room H3	645	9.0 ft.	2.7 m	40	20	40		
	Square Footage	Ceiling Height ft.	Ceiling Height m.	Theatre	Classroom	Reception	Rounds of 10 No Amenities	Rounds of 10 Full Amenities
Ballroom 101-106	16,545	18 ft.	5.5 m	1,240	780	1,275	800	600
Ballroom 101	1,291	18 ft.	5.5 m	100	50	100	60	50
Ballroom 102	1,147	18 ft.	5.5 m	100	50	100	60	50
Ballroom 103	1,263	18 ft.	5.5 m	100	50	100	60	50
Ballroom 104	4,206	18 ft.	5.5 m	320	210	325	200	150
Ballroom 105	4,312	18 ft.	5.5 m	320	210	325	200	150
Ballroom 106	4,326	18 ft.	5.5 m	320	210	325	200	150
Meeting Room 107	1,250	12 ft.	3.7 m	100	50	100	60	50
Meeting Room 107A	1,250	12 ft.	3.7 m	100	50	100	60	50
Meeting Room 108	1,250	12 ft.	3.7 m	100	50	100	60	50
Meeting Room 108A	1,250	12 ft.	3.7 m	100	50	100	60	50
Meeting Room 109	1,250	12 ft.	3.7 m	100	50	100	60	50
Meeting Room 109A	1,250	12 ft.	3.7 m	100	50	100	60	50
	Square Footage	Ceiling Height ft.	Ceiling Height m.	Theatre	Classroom	Reception	Rounds of 8 No Amenities	
Meeting Room 201	3,538	7 ft.	2.13 m					
Meeting Room 202	3,267	7 ft.	2.13 m	200	60	100	100	
Meeting Room 301	3,590	12 ft.	3.7 m	200	160	250	150	
Meeting Room 302	3,590	12 ft.	3.7 m	200	160	250	150	
Meeting Room 301/302	7,180	12 ft.	3.7 m	400	320	500	300	

## **Appendix F: Sales and Sampling Form**

# **INDEPENDENT CONCESSIONAIRES RULES AND REGULATIONS**

As a LICENSEE at the Edmonton EXPO Centre, it is your responsibility as set forth in this manual to know and follow all rules and regulations of Trade & Consumer Shows. Please ensure any representatives or employees working with you are also aware of this information.

In interpreting the following Rules, Regulations and Conditions “EDMONTON EXPO CENTRE” shall mean the Edmonton EXPO Centre and the “LICENSEE” shall mean the party named in the License Agreement.

### **PUBLIC LIABILITY INSURANCE**

All Concessionaires/Exhibitors must possess a minimum of \$2,000,000 Public Liability Insurance (per occurrence) and furnish proof of this insurance. Please ensure that both EEDC and the City of Edmonton are listed as additional insureds. Proof of insurance must be submitted to the EDMONTON EXPO CENTRE, from the insurance company offices before access to your booth to set-up will be granted.

### **GOVERNMENT INSPECTORS**

The LICENSEE will provide to all government inspectors or agents all information required in the conduct of their investigation and will not impede or overrule the work of any government inspector.

### **GARBAGE AND CLEAN-UP**

All LICENSEES are responsible for disposal of their garbage and clean-up of their own booths. As the EDMONTON EXPO CENTRE is committed to an extensive recycling program, LICENSEES are requested to separate all recyclable materials and place them in appropriately marked bins. Both refuse and recycle bins will be placed in numerous locations throughout the site. The EDMONTON EXPO CENTRE staff will not collect or dump the LICENSEES refuse or recyclable materials. Clean up of aisles, streets, roads and areas provided for the public will be done by the EDMONTON EXPO CENTRE.

### **ELECTRICAL SERVICES**

All LICENSEES are responsible for obtaining any power or water hook-ups that are required to operate your booth. Please contact ShowTech Power & Lighting at 780-429-1162 for **all** requirements.

### **PRODUCT EXCLUSIVITY**

Coca Cola Bottling Ltd. has an exclusivity deal with EDMONTON EXPO CENTRE therefore all soft drinks, juices, and bottled water offered by vendors must come from Coca Cola Bottling Ltd. Vendor. Purchasing on site is not available.

### **SAMPLING**

Beverages such as, but not limited to, bottled water or coffee are not permitted as a sampling item.

## 1.01 PAYMENT

- *To maintain adequate and sufficient records related to the conduct of its business, EDMONTON EXPO CENTRE shall have the right, at all reasonable times to examine and audit such records either by itself or through its employees, servants, or agents. Further, the LICENSEE agrees that EDMONTON EXPO CENTRE has the right to have a trained auditor in the LICENSEE'S booth at any time for the purposes of auditing sales.*
- *The payment schedule is as follows:*
  - *Concessionaires are required to make percentage payments. A daily revenue breakdown or sales report showing the calculation of the percentage will be submitted along with the statement.*
  - *A 25% commission of your net sales (gross sales less GST) plus 5% GST must be submitted to EDMONTON EXPO CENTRE the first business day following the closure of the event.*
  - *Payment may be made using cash, certified cheque, Visa, Mastercard, American Express, Electronic Fund Transfer or debit.*
  - *To make payment, please proceed to 4th Floor reception in the EDMONTON EXPO CENTRE.*

## 1.02 LICENSEES, REGULATORY AUTHORITIES, RULES AND REGULATIONS

- *That the Management of EDMONTON EXPO CENTRE, shall have absolute right and discretionary power to interpret, alter, amend, add or cancel any of these rules and regulations and the LICENSEE agrees to be bound by such. The Management shall also have the absolute right and discretionary power to relax, vary or cancel any of these rules and regulations in individual cases.*
- *Except as provided in the Agreement, no further or other use of the premises shall be permitted except with the prior written consent of EDMONTON EXPO CENTRE, and subject to the terms and conditions in such written consent, which permission EDMONTON EXPO CENTRE may grant or withhold in its absolute discretion.*
- *That EDMONTON EXPO CENTRE reserves the right to remove from the Trade or Consumer Show Site any exhibit or LICENSEE which EDMONTON EXPO CENTRE deems unsuitable and retain all funds paid by the LICENSEE as liquidated damages.*
- *That the LICENSEE is responsible for securing storage space and shall not use the space allocated by EDMONTON EXPO CENTRE for that reason unless approved by EDMONTON EXPO CENTRE.*
- *That the LICENSEE'S concession shall meet the following standards. Please initial each item. The concessions must:*
  - *have identifying signage which is professionally painted and installed*
  - *clearly display, through professional signage, prices of the products for sale*
  - *have all electrical hook-ups C.S.A. approved and up to Electrical Code Standards*
  - *have the plumbing line (potable water and drains) hook-ups leak free. All hoses must be double braided or better and must have back-flow preventers installed within the booth. All plumbing lines for concessions must be a minimum of 100 feet*
  - *contain a 20 lb. BC dry chemical fire extinguisher*
  - *have its own garbage container*
  - *all food concessions must meet the Alberta Health Services Regulations*
  - *be as depicted in the original application. Substitutes will not be accepted unless permission is given by EDMONTON EXPO CENTRE. If drawings were submitted, the booths must meet these requirements and be an accurate representation of the drawing*
  - *containers with grease must not be dumped in the sewers. The LICENSEE must dispose their grease in the metal containers located in the compound areas*

- *utilize grease traps for outdoor drainage as per City of Edmonton Bylaw 16200. <https://www.edmonton.ca/documents/C16200.pdf> The code of practice for this is [https://www.edmonton.ca/documents/PDF/Oil-Grease v 1.0 January 2014.pdf](https://www.edmonton.ca/documents/PDF/Oil-Grease_v_1.0_January_2014.pdf).*

### **1.03 CONDUCT**

- *That EDMONTON EXPO CENTRE reserves the right to eject from the premises any person or persons who, in the opinion of EDMONTON EXPO CENTRE, are conducting themselves in an objectionable manner, and the LICENSEE hereby waives all claim for damages arising from the exercise of such right.*
- *That the LICENSEE shall maintain its space and area surrounding the exhibit or concession in a neat and clean condition. All storage must be out of sight of the general public. All goods must be stored in either the LICENSEE'S booth or in an off-site location. No additional storage is available or permitted within the buildings.*
- *That the LICENSEE will not create excessive noise and will conduct its operation in a business-like manner. The LICENSEE will not operate any sound device without written consent of EDMONTON EXPO CENTRE. This privilege may be revoked at any time.*
- *That the LICENSEE will adhere to the hours of operation set by EDMONTON EXPO CENTRE (where hours are set) and will not cease operation before the time set by EDMONTON EXPO CENTRE.*
- *The LICENSEE'S booth will open by the opening time noted and remain open until closing time every day regardless of weather conditions or attendance unless written permission is received from EDMONTON EXPO CENTRE management. Booths must be manned during operating hours.*
- *PRICE REGULATION: EDMONTON EXPO CENTRE reserves the right to regulate prices if EDMONTON EXPO CENTRE'S decision is that the prices set by the LICENSEE are excessive or too low. The LICENSEE agrees to abide by EDMONTON EXPO CENTRE posted prices if so set.*

## **ARTICLE 2 – MISCELLANEOUS**

### **2.01 DELIVERY OF GOODS**

Employees of EDMONTON EXPO CENTRE will not receive goods on behalf of LICENSEE. Arrangements for delivering and storage of goods are the responsibility of the LICENSEE.

### **2.02 STORAGE**

Storage of equipment on the grounds after the move-out deadline as listed on the face of this Agreement is not permitted. Equipment left on the grounds after the move-out date will be removed or stored at the LICENSEE'S expense. The LICENSEE absolves EDMONTON EXPO CENTRE from any liability or claim with respect to such action taken after the move-out date.

### **2.03 SALES**

LICENSEE will prominently display signs showing prices of articles on sale.

LICENSEE may use an Interac device for sales transactions. The Interac transaction shall be strictly on a product for purchase basis. LICENSEE is not permitted to advertise or offer a "cash back" opportunity for customers using the Interac device on a product for purchase transaction.

The granting of any privilege therein to the LICENSEE with respect to the sale of goods does not prevent EDMONTON EXPO CENTRE from granting such other similar privileges to other LICENSEES, as EDMONTON EXPO CENTRE deems appropriate.

### **2.04 OPERATIONS**

LICENSEE will ensure full compliance to Alberta Health Services legislation relative to:

- MOBILE FOOD VENDING UNITS as per <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-mobile-food-vending-units.pdf>
- SPECIAL EVENTS TEMPORARY FOOD ESTABLISHMENT VENDOR PACKAGE as per <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-special-events-temporary-food-establishment-vendor-package.pdf>

## **LIQUID AND SOLID WASTES**

All liquid waste shall be discharged directly to the sanitary sewer where accessible or to a holding tank adequate to meet the needs of your food concession.

The liquid waste disposal system must never be allowed to contaminate the food concession or the ground. The solid wastes shall be kept in covered, washable containers lined with plastic bags. They shall be emptied as necessary.

## **EDMONTON FIRE DEPARTMENT**

FIRE PREVENTION BRANCH FIRE SAFETY REQUIREMENTS GOVERNING EXHIBITS AND DISPLAYS IN ASSEMBLY BUILDINGS

**PLEASE NOTE:** The requirements as noted below are only a condensed version of the referenced sections of the Alberta Fire Code. If more information is required, contact the Fire Prevention Branch at 780.427.6868.

Equipment must be set up in a manner that will comply with acceptable safety standards and a suitable fire extinguisher shall be provided. If at any time the Fire Inspector deems such equipment to be operated in a manner dangerous to public safety, he shall direct the property owner to cancel the privilege of the exhibitor concerned.

Every display using an open flame must have a 2A 10BC rated (minimum) multi-purpose fire extinguisher. Food service concessions must have a 20BC rated (minimum) dry chemical, fire extinguisher.

- *Interior food service displays shall provide a diagram drawn to scale showing the location of cooking equipment (deep fryers, grills, and stoves) fire extinguishers and aisle space within the booth area.*
- *Open flame shall not be used solely for attracting attention. Motor vehicles designed for open air food services are prohibited in public assembly buildings.*

## **Propane Use in the EXPO Centre**

The EDMONTON EXPO CENTRE values the safety of our customers, visitors, clients and staff. It is with this intent that the EDMONTON EXPO CENTRE has recently reviewed its policies on the use of propane in the building for events and exhibitors. Our goal is to be compliant with the governing Alberta Gas Regulation included in the Provincial Safety Codes. This has been done in conjunction with and under the advisement of the City of Edmonton Fire Department and the City of Edmonton Safety Codes Plumbing and Gas Inspection Group. The Alberta Gas Regulation can be found here: [http://www.gp.alberta.ca/documents/Regs/2010\\_111.pdf](http://www.gp.alberta.ca/documents/Regs/2010_111.pdf)

## **Food Trucks**

A food truck may be permissible in the building if the following conditions are met and verified by an EDMONTON EXPO CENTRE representative:

- *There is no more than ¼ tank of fuel in the truck. Vehicles that are fueled by propane are not permissible in the building.*
- *All food processes are done using electrical power.*
- *Prior to entry into the building, this criteria must be verified by an EDMONTON EXPO CENTRE Representative.*

## **WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)**

The Workplace Hazardous Materials Information System, or WHMIS as it is often called, is a national system designed to ensure that all employers obtain the information that they need to properly inform and train their employees about hazardous materials used in the workplace.

Through legislation, uniform requirements have been established to ensure the hazards of materials produced, sold, imported or used in the workplace are identified by both suppliers and employers.

A supplier of a “controlled product”, as defined by WHMIS under the federal Hazardous Products Act, must provide detailed information concerning that product in the form of a “Material Safety Data Sheet” (MSDS). Under occupational safety and health legislation employers are also required to provide their workers with hazard information received from suppliers and in respect of controlled products produced in the workplace.

Information must be provided in three ways:

- *Employers must ensure that controlled products used in the workplace are labeled according to WHMIS requirements.*
- *Employers are responsible for obtaining an MSDS for each controlled product from suppliers. MSDS's for controlled products must be readily accessible to workers at each work site.*
- *Employers must ensure that instruction is provided for workers who handle, are exposed to, or likely to handle hazardous materials. Requirements for worker education are comprehensive.*

The above information is intended to make you aware of the Workplace Hazardous Materials Information System legislation.

### **For more information, contact:**

Workplace Health and Safety  
6th Floor, 10709 Jasper Avenue  
Edmonton, Alberta T5J 3N3  
(780) 427-2687



## Appendix G: Event Planner's Timeline and Checklist

3 - 18 months	<ul style="list-style-type: none"> <li>- Sign and return copies of your event license agreement</li> <li>- Submit your license agreement &amp; non-refundable initial deposit</li> </ul>
6 months	<p>Preliminary Event Overview - Consult with your Event Manager regarding the requirements and cost estimates. Some items to include but not limited to:</p> <ul style="list-style-type: none"> <li>- Event Overview: Date(s) and time(s), Event, move in/out,</li> <li>- Event Space Allocations: main event space, show office, exhibitor lounge, additional meeting rooms, VIP space(s)</li> <li>- The type of event and attendees, anticipated attendance</li> </ul>
2 Months	<ul style="list-style-type: none"> <li>- Submit floor plans, special permits and / or rigging requirements for approval from Fire Marshal &amp; AGLC (if applicable)</li> <li>- Submit requirements for all spaces rented as it relates to: <ul style="list-style-type: none"> <li>• Power requirements</li> <li>• Infrastructure / temporary furniture</li> <li>• Technology (phone, Internet)</li> </ul> </li> <li>- Room set-up requirements (including ancillary spaces): Layout, lighting, access cards, cleaning requirements, Food &amp; beverage</li> <li>- Access Control: Location (where exhibitors will be entering / exiting, dedicated loading dock), Exhibitor Badges (activation dates, pick up location / date), Swipe cards for show management</li> <li>- Third Party Activations: power, AV, display company, AV, Food &amp; Beverage</li> <li>- Branding / Sponsorship Activations: Nature of activation, proposed location(s)</li> <li>- Ticketing / Registration / Accreditation requirements: location, times, ticket process</li> <li>- Transportation requirements: Show management (designated parking, passes), Exhibitor Parking (charge / passes; shuttle drop zones)</li> </ul>
6 Weeks	<ul style="list-style-type: none"> <li>- Food and beverage requirements: permits for food sampling, catered spaces, concession activation</li> <li>- Management of VIPs, media or entertainers (space utilization, F&amp;B etc.)</li> <li>- Front of House operations: Event signage requirements &amp; location(s), Queuing</li> <li>- Review cost estimate with your Event Manager</li> </ul>
1 Month	<ul style="list-style-type: none"> <li>- Confirm event timing and programming</li> <li>- Send a copy of show credentials to Event Manager</li> <li>- Confirm: Guest Services, Security, Parking, First Aid, Technology</li> <li>- Certificate of Insurance</li> <li>- Confirm any third party display early move in requests</li> </ul>
2 Weeks	<ul style="list-style-type: none"> <li>- All event requirements due 14 days prior to move in to avoid late service charges</li> </ul>
1 Week	<ul style="list-style-type: none"> <li>- Pre-event meeting to discuss: services confirmation, technology, staffing, power, space, chattels, move in plan, brief overview of move out, event programming</li> </ul>
Event Day	<ul style="list-style-type: none"> <li>- Pre-event meeting with Event Manager</li> </ul>
Post Event	<ul style="list-style-type: none"> <li>- Post-event meeting</li> <li>- Post-event walkthrough: Event Manager, facilities, client-designee, security</li> <li>- Final Settlement Please complete Evaluation form</li> </ul>

Appendix H: Social Media and Event Listing



**Edmonton EXPO Centre  
Website Calendar & Social Media Request**

Please use this form if you would like to have your event added to our website calendar or posted to our social media pages.

**Please indicate where this posting should go:**

Website       Facebook       Twitter       Instagram

**Event Name:** \_\_\_\_\_

**Event / Performance Date(s):** \_\_\_\_\_

**Event / Performance Time(s):** \_\_\_\_\_

**Open to Public:**  No     Yes    **Ticket Price(s):** \_\_\_\_\_

**Event Phone number:**  
(for web calendar – only if desired) \_\_\_\_\_

**Event Website:** \_\_\_\_\_

**Ticket purchase link:** \_\_\_\_\_

**Facebook URL:** \_\_\_\_\_

**Twitter URL:** \_\_\_\_\_

**Instagram URL:** \_\_\_\_\_

**Photo Requirements:**

Before submitting your event, please be sure to include the proper photo file. All files should be supplied as a Photoshop or Illustrator file (CS5) or a JPG/JPEG. Measurements below are width x height in pixels. **Bolded** is preferred sizing.

1. Website Event Calendar Image – **800px x 385px**
2. Facebook Image – **1200px x 630px** OR 800px x 800px
3. Twitter Image – **1024px x 512px** OR 800px x 800px
4. Instagram Image – **1080px x 1080px** OR 800px x 800px

**Key Messages:**

Bullet points. What do you want the public to know about your event? Do you have an event hashtag?

**Event description:**

Full description of the event. Can include description of activities, hours of public access, locations to purchase tickets (if applicable) and contact information for additional details.  
*\*Maximum number of characters allowed is 500*

The Edmonton EXPO Centre Marketing & Communications team reserves the right to edit this information for formatting, grammar and punctuation. If we receive no response, your event will be posted on the website calendar with the name and date only.

Please send this request form to [marketing@edmontonexpocentre.com](mailto:marketing@edmontonexpocentre.com) or fill out online at [edmontonexpocentre.com/event-calendar-social-media-request/](http://edmontonexpocentre.com/event-calendar-social-media-request/)