



Wedding
GUIDE

Edmonton
EXPO
Centre

A vertical pink-tinted photograph of the Edmonton EXPO Centre building, showing its glass facade and structural grid. The text 'Edmonton EXPO Centre' and 'Exposition & Conference Centre' is visible on the building's exterior.

Contents

All Inclusive Wedding Package	1
Rooms	2
The process	3
Setup	4
Partners	5
Menu, Bar	6
Food Service	7
Move In & Move Out	8
Additional Fees	9
Wedding Policies	10

AT THE EDMONTON EXPO CENTRE WE ARE CREATORS,
MAKING IMAGINATION A REALITY EVERY SINGLE TIME. IF YOU
CAN THINK IT, WE CAN CREATE IT. WE HAVE A POWERFUL VISION.



WEDDING PACKAGE

\$75.00

- Room Rental (Determined by the number of guests)
- Bridal or Prayer Room (On demand catering can be provided)
- Choice of Plated Dinner, buffet dinner or East Indian buffet dinner
- Full physical setup with basic linens (Décor not included). Dance Floor and stage included
- Unlimited Pop/Juice
- Event Manager



ROOMS

Connecting you and your guests, there is no greater backdrop than the Edmonton EXPO Centre's view of the North Saskatchewan River Valley. We encourage you to set up a site visit to learn more about how we can customize our spaces to best suit your event.

Meeting Rooms 40 - 90 guests

For intimate events where ambiance is everything, the meeting rooms feature floor to ceiling windows, and barrier free space with access to an outdoor patio. These spaces are great for intimate ceremonies, cocktail hours and small reception dinners.

Alberta Ballroom 100-700 guests

The possibilities are endless in this expansive ballroom. With high ceiling and floor to ceiling windows on the North wall. This provides a blank canvas that can be completely customized to realize your vision. With more than 16,545 square feet of neutral pillar free space, you can create an atmosphere to fit any wedding plan.

Halls F, G or H 700+ guests

The halls 29,000 square feet and up provide the flexibility of creating multiple spaces within a space. Hosting large groups with easy access to parking and amenities.



THE PROCESS

Upon booking your wedding at the Edmonton EXPO Centre, you will be introduced to our event manager who will your main point of contact for all food and beverage and venue details. Our experienced event manager will assist, inspire and guide you through every step of the planning process.

Prior to your wedding:

12 months prior or less

You may officially confirm your booking by signing the contract and placing your deposit.

12 to six months prior

You may book a meeting with your wedding manager to create a floor plan, review the wedding finalization document and ask any of your questions.

Six to three months prior

You may book a menu tasting with your event manager.

Two months prior

Your menu selections and wedding finalization document are due.

One month prior

Your event manager will provide you with a detailed event plan outlining all requirements for your review. Please make any changes or edits directly on the event plan and email a signed copy to your event manager.

Two weeks prior

A signed copy of your event plan is due.

One week prior

Final meal guarantee (guest count) and list of allergies and special dietary requirements are due.

Two days prior

Please drop off any rented napkins, runners or tablecloths for our banquets team. If you choose corkage service, please drop off your liquor, license and receipts.

One day prior

Your event manager will email you identifying the banquet captain who will be your onsite contact the day of your wedding. Your event manager will also meet you on your wedding day to ensure the success of your event.



SETUP

Your event manager will be pleased to assist you in designing a suitable floor plan specifically for your wedding. One set up per day will be set to the agreed specifications. Additional labour charges may be levied should the client request any major last minute physical changes to a previously agreed upon floor plan.

Ceremony Set Up

- Theatre seating with a table to sign your marriage certificate

Reception Setup

- Head table: 8' or 6' rectangular tables available
- Guest tables: 6' round (8-10 guests per table) or 8' rectangular (8 guests per table) available
- Specialty tables (including guest book table, gift table, cake table): 6' or 8' rectangular tables or half-moon table or high-top cocktail table
- Cocktail tables: High top tables available
- Other tables (for DJ, photo booth, ect.): 8' or 6' rectangular tables available
- Standard banquet chairs
- Dance floor
- Staging for your head table, wedding stage or DJ
- Napkins: A selection of colours are available
- Tablecloths: A selection of colours are available (our 85" square tablecloths are not floor length)
- Table numbers: signs and stands
- Table centers: Three votives or one globe per table
- Table settings: glassware, flatware and china
- Adjustable room lighting

PARTNERS



EXCLUSIVE PROVIDER POWER AND LIGHTING SERVICES

Showtech Power & Lighting provides certified/licensed electricians to install and remove the services you require to enhance your event. Services offered include stage, production, and trade show lighting; backdrop packages; electrical connections; mechanical services; rigging services and more.

Please contact them by phone at 780-429-1162, email at edmonton@showtech.ca or visit their website at showtech.ca. *Please note that if your event requires any power or rigging services, ShowTech is our exclusive provider.*



PREFERRED PROVIDER DISPLAY SERVICES & MATERIAL HANDLING

Their boldness and creativity has made them into the preferred, full service provider for live events on the world stage.

Event organizers and exhibitors all over the world come to GES for their event needs— from event design and delivery, to furnishings and more.



PREFERRED PROVIDER OF AUDIO VISUAL SERVICES | EXCLUSIVE PROVIDER OF INTERNET SERVICES

Encore Canada, previously Freeman Audio Visual Canada, is a leading provider of event technology, staging, creative and production services. Encore serves as the in-house provider at more than 120 properties across Canada including hotels, convention centers, and unique venues.

Their production division is a full-service creative production company helping clients tell their stories around the world.

Please contact Encore at their Edmonton EXPO Centre office at 780-454-8840, or visit their website at www.encore-can.com

Please note that if your event requires any internet services, Encore is our exclusive provider.



MENU

The foundation of any great celebration always begins with the food. Through a personal consultation you design your menu with guidance from our trained and experienced culinary team, skilled in the breadth and depth of cultural culinary specialties Pacific Northwest, Indian, Persian, Middle eastern, and Asian fusion. Coupled with flawless fine dining restaurant service, the artistry and expertise of our team will deliver a creative and memorable dining experience reflective of the celebration style and wedding couple.

For the sweetest ending, the pastry team can customise designer desserts that represent and respect your chosen and colour palate. Opt for feature interactive stations or inventive table-side desserts that stay true to traditions or offer modern twist on the classics.

Edmonton EXPO Centre will delight your guests with award-winning fine dining. Our Executive Sukant Dakua , is one of Edmonton's top culinary experts. Chef Sukant has been a key influencer in building Edmonton's brand and reputation as an international culinary destination. Please choose from our plated or buffet menu listed on the following pages or ask your event manager for suggestions.

Online Menus

Late Night Snack

You may choose to order a late-night snack for an additional charge. Your options range from a taco bar, to a DIY Udon Noodle station to name a few. We suggest ordering a late-night snack for 1/3 to of your total guest count.

Children's Menu

For buffet service, children five years and under are complimentary. Children ages 6-12 are 50% the price of the regular menu.

Bar Service

We follow ProServe guidelines of 1 oz pour. Host bar prices are subject to 5% GST and 18% service charge. Cash bar price includes 5% GST. If there is less than \$500 net consumption per bar, a bartender labour charge will apply at \$35/hour for a minimum of three hours each.

We provide complimentary mixes at our bars. If you choose to bring your own wine, a corkage fee of \$15/bottle plus GST and 18% service charge will apply.

Full corkage bar fee is \$15/person plus GST and 18% service charge and you will need to provide an AGLC license to us.

FOOD SERVICE

Menu Tasting

We are pleased to offer a complimentary menu tasting for a plated meal service. The wedding couple and two guests are welcome to attend. A tasting can be booked from Tuesday to Friday at noon or from Thursday to Friday at 5 p.m. Test meals are booked through your event manager three to six months before the wedding. Your event manager will attend the test meal to answer all your questions.

Guaranteed Guest Count

Your event manager requires notification of the guaranteed number of guests attending your wedding along with a detailed list of guest allergies and dietary restrictions 14 days prior to your wedding date. Failing this, the estimated number of people at the time of booking will be taken as a guarantee for billing. Actual attendance will be billed if it is higher than the original guarantee number, provided that additional meals have been served.

Surcharges for Additional Orders

Edmonton EXPO Centre is prepared to serve five per cent above guaranteed number of people to a maximum of 20 extra meals for potential onsite additional orders. If the guaranteed attendance is increased after the deadline, a 20% menu surcharge will apply to each additional guest.

Allergies and Dietary Restrictions

Handling alternative dietary requests demands careful attention—particularly when it comes to allergies that result in serious, sometimes life-threatening reactions. Edmonton EXPO Centre is committed to accommodating dietary requests pertaining to cultural and medical restrictions with notice, to be received no later than the final guarantee deadline. Additional costs will apply for Halal, Kosher and organic meals. If at the time of service, the number of alternate meals exceeds the requirements on your dietary restrictions list, an additional \$25 fee per alternate meal will apply. We cannot guarantee that we will be able to meet all requests, but we will attempt to satisfy your guests' needs to the best of our ability.

Food Safety

Purchase, delivery and storage of food products at the Edmonton EXPO Centre are important control steps in the food safety chain. To ensure the safety of our guests, we will not permit food to be taken home by our guests.

Banquet Operations

- All buffets will showcase food labels.
- All tray-passed food items are labeled on the tray.
- For plated meals, all servers have a copy of the menu with any allergen information and are briefed before their shift.
- There is a lead banquet manager in charge of the dietary list which is received at the time of the guarantee.
- The server will speak to the on-shift chef if they are unclear on the ingredients. The buffet chef will speak to the guest directly if they are available.
- Guests with dietary requests that have not been pre-ordered will be asked the following information:
 - Full name
 - Table number
 - Dietary request

Please note that while we will make our very best effort to accommodate dietary restrictions, cross contamination can still occur.



MOVE IN **MOVE OUT**

Move In

Your function space has been booked as of 8 a.m. the day of your wedding. Your Event manager may be able to make special arrangements for early access if the space is not booked the day prior to the wedding. However, early access cannot be confirmed in advance of two weeks before the wedding.

Move Out

Tear down is expected to take place immediately after your event. All items are to be removed at the end of your event by your suppliers, wedding planner, décor company, event rentals, etc.



ADDITIONAL FEES

Deposits

A signed contract and non-refundable deposit (based on the number of guests you are expecting) are required to confirm your wedding.

Alberta Ballroom: \$5,000.00

Halls F or G or H: \$8,000.00

Your second deposit, 100% of estimated food & beverage, is due one month before your wedding. Outstanding amounts will be due 30 days after your event has concluded 5% GST and 18% service charge will be charged to the client on all food service.

Music Licensing Fees

Daily license fees for functions where music will be played must be collected and remitted by the Edmonton EXPO Centre. These fees cover both the Society of Composers, Authors and Music Publishers of Canada (SOCAN) and artists and record companies (Re:Sound). Fees are in accordance with the Copyright Board of Canada.

SOCAN RE:SOUND

- 1 to 100 people \$44.13 1 to 100 people \$18.51
- 101 to 300 people \$63.49 101 to 300 people \$26.63
- 301 to 500 people \$132.39 301 to 500 people \$55.52
- Over 500 people \$187.55 Over 500 people \$78.66

Power

Your DJ or entertainment may require additional power. Please contact Showtech at 780.429.1162 or pwhitefield@showtech.ca, or your wedding manager for a quote.

Event Security

You are responsible for security of leased areas during occupancy. Weddings with alcohol service and more than 500 guests are required to book two security guards from 8 p.m. until the conclusion of the event. Booking security for smaller or dry weddings is optional. Security is charged at \$30 per guard per hour (with a minimum of three hours). Edmonton EXPO Centre security uniform consists of black pants and a dark blue polo with "security" across the back.

Liability/Insurance

The client will bear full and direct responsibility to reimburse Edmonton EXPO Centre for any repair, replacement or excessive cleanup cost incurred through damages to the building and its fixtures in setting up and staging the event. The client is required to maintain, in full force and effect, insurance adequate to meet the following criteria: comprehensive general liability insurance providing at least \$2 million inclusive for bodily injury and/or property damage; Explore Edmonton and City of Edmonton are to be named co-insured.



WEDDING POLICIES

Dance Floor and Wall Graphics

Due to the risk of property damage, dance floor graphics are not permitted. Should you wish to have dance floor graphics, you would have to supply and install the dance floor and graphics. Wall graphics are not permitted unless provided by GES Canada.

Drones

To maintain the safety and privacy of our guests and employees, the Edmonton EXPO Centre prohibits the use of unmanned aerial systems (UAS) or drones by recreational users and licenced drone pilots inside or outside the venue. This prohibition applies to drones used for commercial or personal use, filming, photography or by media.

Fire Ceremony, Pyrotechnics and Smoke Machines

Requests for a Hindu Fire Ceremony, pyrotechnics and smoke machines must be approved by the EEC safety & security manager. Please discuss your plans to include these items with your Event manager.

Loading Docks

Loading docks must be used for all loading and unloading of materials. There is no parking allowed on the loading dock unless previously approved by your Event manager. Vehicles left without permission will be ticketed. Please ensure your suppliers book loading dock space through your wedding manager and plan appropriate move in and move out times.

Outside Suppliers

The safety of our guests, clients, staff and contractors is our top priority. To ensure we continue to implement best practices in health and safety, we have developed a contractor package with mandatory guidelines for those working on our property. Your Event manager will forward you this contractor package. Please share it with your suppliers who will be working at Edmonton Convention Centre. All organizations that will be working on our property are required to sign and return the health and safety agreement and provide a clearance letter from WCB.

Smoking, Vaping and Cannabis

The Edmonton EXPO Centre complies with City of Edmonton Bylaw 14614 which prohibits use of cannabis, tobacco, vaping and e-cigarette products within 10 metres (33 feet) from the doorway, window or air intake of a building. This also includes our patios.

Stage Railings

DJ, entertainment, audio visual, head table, ceremony and wedding stages over 32" high must include side rails and back rails as part of the Edmonton EXPO Center's safety protocol. If railings are to be removed from the stage, the client is required to sign a liability waiver where the client will assume and accept, without limitation, all risks and dangers associated with the removal of stage railings.

Edmonton
EXPO
Centre

