2019 Canadian Transit Show EXHIBITOR HANDBOOK

Tuesday November 12, 2019

BMO Centre at Stampede Park
20 Roundup Way SE
Calgary, AB
Hall D & E
The Canadian Transit Show Exhibitor Handbook

Welcome to the Heart of the New West! Calgary is filled with attractions for the family like no other city. Calgary mixes big city energy with renowned western hospitality to offer an experience you’ll always remember in a city you’ll never forget.

All the attractions can be reached by public transit, including the Calgary Stampede, Canada Olympic Park, the Scotiabank Saddledome, Heritage Park and the Calgary Zoo, to name a few.

The CTrain (LRT) service can be accessed virtually anywhere in the city. The CTrain is free downtown – simply hop on at any stop along 7 Ave. As long as you get off the train before leaving downtown, no fare is required.

The BMO Centre is committed to providing a fully accessible environment for people with disabilities, from special elevators and parking to custom phones and washrooms.

If you have any further questions, please contact us at conferences@cutaactu.ca
Exhibitor Handbook for CUTA’s Canadian Transit Show 2019 in Calgary

As part of our Annual Conference, CUTA will hold its one day Transit Show in Calgary on November 12, 2019. As Canada’s largest transit and bus exhibition, the show attracts senior transit system decision makers, public officials from all levels of government, industry stakeholders and key technical pros. Visitors will enjoy 100,000 square feet of products, vehicles and services from manufacturers and suppliers from around the world at the BMO Centre.

If you have not yet registered to attend the Transit Show, click here or on the map below.

Name Badges - Click here to register your exhibitor personnel and guests (attendees)
Booth prices are as shown below:

<table>
<thead>
<tr>
<th>Quantity of Booth</th>
<th>Standard / Vehicles</th>
<th>Outside Booth</th>
<th>Premium Booth</th>
<th>Incentives</th>
<th>Ticket to Members Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,645.00</td>
<td>$1,810.00</td>
<td>$1,970.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>$3,100.00</td>
<td>$3,420.00</td>
<td>$3,730.00</td>
<td>$210.00</td>
<td>1</td>
</tr>
<tr>
<td>3 (or any vehicle up to 29' in length)</td>
<td>$4,650.00</td>
<td>$5,130.00</td>
<td>$5,595.00</td>
<td>$315.00</td>
<td>1</td>
</tr>
<tr>
<td>4 (or any vehicle 30’-35’ in length)</td>
<td>$6,200.00</td>
<td>$6,840.00</td>
<td>$7,460.00</td>
<td>$420.00</td>
<td>2</td>
</tr>
<tr>
<td>5 (or any vehicle 36’-40’ in length)</td>
<td>$7,750.00</td>
<td>$8,550.00</td>
<td>$9,325.00</td>
<td>$525.00</td>
<td>2</td>
</tr>
<tr>
<td>6 (or any vehicle 41’-50’ in length)</td>
<td>$9,300.00</td>
<td>$10,260.00</td>
<td>$11,190.00</td>
<td>$630.00</td>
<td>2</td>
</tr>
<tr>
<td>7 (or any vehicle 51’-60’ in length)</td>
<td>$10,850.00</td>
<td>$11,970.00</td>
<td>$13,055.00</td>
<td>$735.00</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>$12,400.00</td>
<td>$13,680.00</td>
<td>$14,920.00</td>
<td>$840.00</td>
<td>3</td>
</tr>
<tr>
<td>9</td>
<td>$13,950.00</td>
<td>$15,390.00</td>
<td>$16,785.00</td>
<td>$945.00</td>
<td>3</td>
</tr>
<tr>
<td>10</td>
<td>$15,500.00</td>
<td>$17,100.00</td>
<td>$18,850.00</td>
<td>$1,050.00</td>
<td>3</td>
</tr>
</tbody>
</table>

**2019 Venue – The BMO Centre Calgary Stampede**

At 285,000 sq. ft., the BMO Centre is the largest and most versatile venue in Calgary and has five exhibit halls. The Canadian Transit Show is using halls D and E which have nearly 50,000 sq. ft. of space per hall.

See specs below:

<table>
<thead>
<tr>
<th>VENUE</th>
<th>SIZE</th>
<th>DIMENSIONS</th>
<th>CAPACITY</th>
<th>CEILING HEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>sq.ft.</td>
<td>m²</td>
<td>Theatre</td>
<td>Banquet</td>
</tr>
<tr>
<td>Hall A</td>
<td>48,321</td>
<td>4,489</td>
<td>177’ x 273’</td>
<td>1,900</td>
</tr>
<tr>
<td>Hall B</td>
<td>47,229</td>
<td>4,387</td>
<td>173’ x 273’</td>
<td>3,000</td>
</tr>
<tr>
<td>Hall C</td>
<td>48,867</td>
<td>4,539</td>
<td>179’ x 273’</td>
<td>2,500</td>
</tr>
<tr>
<td>Hall D</td>
<td>48,410</td>
<td>4,500</td>
<td>173’ x 280’</td>
<td>3,000</td>
</tr>
<tr>
<td>Hall E</td>
<td>47,600</td>
<td>4,422</td>
<td>170’ x 280’</td>
<td>3,000</td>
</tr>
</tbody>
</table>

**Access to the BMO Centre/ Calgary Stampede**

Stampede Park is located southeast of downtown Calgary along MacLeod Trail S.E. between 12 Ave. S.E. and 25 Ave. S.E. With a central location, visitors are able to take advantage of both parking and public transit options.

Here are three main entrances onto Stampede Park:

- South entrance located at 25 Ave. S.W. and 4 St. S.E. This entrance is for the general public.
- North entrance located at Olympic Way S.E. and 14 Ave. S.E. This entrance is for the general public.
- 3A Street Gate located between Olympic Way S.E. and 3 St. S.E. on 13 Ave. S.E. This entrance is only for trade and consumer show exhibitors.
See map of venue below showing parking lots.

Parking

Parking lots for BMO Centre meeting and function venues can be reached via 12 Ave. SE at 3 St. SE (Lots 10, 11 and 11A). This entrance does not provide vehicle access to Stampede Park and is open during event hours.
<table>
<thead>
<tr>
<th>EVENT TYPE</th>
<th>EVENT DATE</th>
<th>START</th>
<th>END</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transit Show</td>
<td>Tuesday, November 12</td>
<td>09:00</td>
<td>15:00</td>
</tr>
<tr>
<td>Set up – Buses *</td>
<td>Monday, November 11</td>
<td>06:30</td>
<td>17:30</td>
</tr>
<tr>
<td>Set up – Booths</td>
<td>Monday, November 11</td>
<td>10:00</td>
<td>17:30</td>
</tr>
<tr>
<td>Teardown</td>
<td>Tuesday, November 12</td>
<td>16:00</td>
<td>22:00</td>
</tr>
<tr>
<td>Loading Dock Access- Buses *</td>
<td>Monday, November 11</td>
<td>06:00</td>
<td>10:30</td>
</tr>
<tr>
<td></td>
<td>Tuesday, November 12</td>
<td>16:00</td>
<td>22:00</td>
</tr>
<tr>
<td>Loading Dock Access- Booths</td>
<td>Monday, November 11</td>
<td>10:00</td>
<td>18:00</td>
</tr>
<tr>
<td></td>
<td>Tuesday, November 12</td>
<td>15:00</td>
<td>22:00</td>
</tr>
</tbody>
</table>

*Buses and delivery trucks should arrive at Lot 1 by 6 a.m. on November 11 (access is via Olympic Drive). At the gate, say you’re with the CUTA conference and trade show. Stronco will provide exhibitors with a time to enter and the use of loading docks.

**Calgary Transit**

Stampede Park is conveniently located adjacent to two light rail transit stops on the 202 Dalhousie-Somerset/Bridlewood line.

The Victoria Park/Stampede LRT station offers direct access to the BMO Centre.

The Erlton/Stampede LRT station offers access to the south end of Stampede Park.
BMO Calgary Stampede Exhibitor Services

Once you have booked your Transit Show booth via the CUTA website here you can set up an account here on the BMO Centre website. Check the CUTA Conference and Transit Show box to be directed to our event’s exhibitor service page where you can make your online orders of onsite services, such as:

- Banner hanging/staging
- High-speed internet
- A/V
- Telephone
- Electrical
- Plumbing

Stronco – CUTA’s Official Service Contractor

Once again we are pleased to have Stronco as our official service contractor. Stronco’s goal is to make your exhibiting experience easy, pleasant and successful.

Whatever your exhibiting needs, Stronco has the products and services to give you a professional appearance and increased visibility. The following products and services are available for your event:

- Display tables & drapery
- Counters, storage & display units
- Accessories & office furnishing
- Chairs, stools, tables, sofas
- Exhibit rentals
- Installation & dismantling labour
- Carpet & underpadding
- Signs & graphics
- In-booth forklift
- Material handling
- Advance show receiving
- Transportation
- Customs brokerage

Click here for Stronco’s exhibitor order forms, shipping, payment and other information. For assistance with your exhibitor needs, call their Exhibitor Service Centre at 1-800-665-2621.

SHIPPING / DELIVERY PROCEDURE

1) DELIVERY CONTACT INFORMATION

- On duty Shipper/Receiver phone: 403-585-4093 BMOreceiving@calgarystampede.com
- Hours of operation:
  Monday – Friday: 9:00am – 4:00pm MDT
• After hours deliveries are to contact on duty Venue Services Supervisor: 403-585-4083

2) INCOMING DELIVERY INFORMATION

All deliveries should be sent to the following address, and labeled as below:

**Label**

Event Name:

Event Date(s):

Event Venue Name:

Event Manager Name:

Exhibitor Name (if applicable):

Show Manager Name:

**Address**:

Calgary Stampede

BMO Centre

Door #6

20 Roundup Way SE

Calgary, AB, T2t 2W1

***Improperly labeled packages will not be accepted***

**IMPORTANT INFORMATION**

• All shipments should be sent to the address listed above. Do not send any packages to, Stampede Headquarters or any other buildings (even if your event is in a separate building)

• Shipments will not be accepted more than 1 business day prior to the event move in day, unless special arrangements have been made through the Event Manager with advanced notice.

• Packages will be accepted Friday for events taking place the following Monday.

• Packages are counted to verify number of pieces, discrepancies and damages will be recorded.
• C.O.D. (cash on delivery) shipments will not be accepted or paid for by the venue under any circumstance.

• If sending more than 10 packages together, please wrap together on a skid to ensure packages do not get misplaced during transit or delivery. Wrapped skids will not be opened.

• Items will be placed in the event room on requested date.

OUTGOING DELIVERY INFORMATION

• All outgoing shipments must be properly sealed and labeled with the waybills attached in order for the Stampede to manage outgoing shipment.

• We advise that the show manager or exhibitor arrange all outgoing deliveries directly with the carrier, so they are able to track the shipment directly through their own account.

• The Stampede can contact the carrier for the client as long as the contact information has been provided and the details are discussed.

• The show manager must inform the event manager of any outgoing shipments at the start of the event.

PLEASE REPORT TO THE EXHIBITOR REGISTRATION DESK BEFORE PROCEEDING TO YOUR BOOTH.