

## 2015 CANADIAN SOCIETY OF ASSOCIATION EXECUTIVES

Here are the tradeshow forms you will need to order the following services: electrical, internet, utilities, sign/banner installation & dismantling, telecommunication and catering services.

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

MAIN CONTACTS	
SUPPLIER FORMS	CONTACT
<p><b><u>CALGARY TELUS CONVENTION CENTRE:</u></b></p> <ul style="list-style-type: none"> <li>▪ Services Payment Form</li> <li>▪ Electrical / Internet / Telecommunication / Utilities / Sign/Banner Installation &amp; Dismantling / Exhibitor Building Regulations</li> </ul> <p><b>ORDERS MUST BE RECEIVED <u>OCTOBER 13, 2015</u> TO QUALIFY FOR THE ADVANCE RATE</b></p>	<p><b>Lisa Massier</b> <b>Calgary TELUS Convention Centre</b></p> <p>P: 403-261-8559 F: 403-261-8581 E: <a href="mailto:shows@calgary-convention.com">shows@calgary-convention.com</a></p>
<p><b><u>MARRIOTT CALGARY DOWNTOWN EXHIBITOR CATERING:</u></b></p> <ul style="list-style-type: none"> <li>▪ Credit Card Authorization - Catering Services</li> <li>▪ For in-booth catering services</li> <li>▪ For approval of food/drink samples to be given out at booth i.e. water, bottles, ice cream bars, etc.</li> </ul>	<p><b>Catering Sales Office</b> <b>Marriott Calgary Downtown Hotel</b></p> <p>P: 403-261-8500 F: 403-261-8510</p>

### TOP 5 EXHIBITOR REMINDERS

- ✔ Please read the Exhibitor Building Regulations for rules and regulations within CTCC.
- ✔ All decorative material, banners, signs and hanging decor **must be CAN/ULC-S109** certified or treated with a flame retardant solution. Proof of flame retardant documentation must be stored in your booth.
- ✔ All banners must meet all safety/compliance standards and documentation must be received by the CTCC prior to installation.
- ✔ Animal authorization forms must be received prior to the animal being brought into the facility.
- ✔ No cooking is allowed in the tradeshow. Food warming is permitted with CTCC approval. Commercial grade equipment must be used for food warming. Residential equipment is not permitted. A portable Class K and 2A-10BC fire extinguisher needs to be in the booth.

Please refer to your tradeshow package for more detailed information on these and other requirements.