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#201, 7710 5 St. SE
Calgary, Alberta T2H 2L9
Ph: (403) 242-0859
Fax: (403) 246-3856
www.hex.ca

SHOW MANAGEMENT

The **Halloween and Entertainment Expo** is managed and produced by HEX Entertainment Inc.

- **Terra Connors, Show Director** – terra@hex.ca
- **Mike Sheppard, Show Director** – mike@hex.ca
- **Kevin Blackburn, Show Director** – kevin@hex.ca

Please Note, it is the responsibility of each Exhibiting Company to follow and abide by the rules, regulations and all deadlines set forth in the below Exhibitor Kit. Thank You!

SHOW DATES

- Friday October 11
- Saturday October 12
- Sunday October 13
- Monday October 14

SHOW FACILITY ADDRESS/SHIPPING ADDRESS

- Calgary Stampede Park
BMO Centre – Hall A/B/C
20 Roundup Way SW
Calgary, AB T2G 2W1
Ph: (403) 261-0555

EXHIBITOR/EXPO SHOW HOURS

- Friday 5pm – 10pm
- Saturday 12 Noon– 10pm
- Sunday 12 Noon – 10pm
- Monday 11am – 5pm

SCREAMFEST HOURS

- Friday 5pm – 12 Midnight
- Saturday 12 Noon– 12 Midnight
- Sunday 12 Noon – 12 Midnight
- Monday 11am – 5pm

MOVE-IN

Friday 8am-5pm ***Show Opens 5pm FRIDAY**

- Children (under 16) are strictly not permitted on the Show Floor during Move-in or Move-out as per Safety Regulations.
- A limited number of dollies are available to use on a first-come, first-served basis. Security guards will be posted at move-in doors. Exhibitors may enter the exhibit hall 2 hours prior to Show opening. Access during move-in is through loading door #6.

NOTE: All pop-up tents must be fire retardant with ticket of approval/confirmation displayed.

MOVE-OUT

Monday @ Show Close 5pm – Midnight

- The Hall needs to be cleared out by 12 Midnight Monday after the show closes.
- Product is left behind at the risk of the exhibitor and the facility may charge a handling/storage fee.
- As of 12:01am any exhibit materials & skids left behind will not be the responsibility of Show Management.
- Early move-out will not be tolerated. Removal or dismantling of exhibits or exhibit materials will not be permitted before Show Close at 5pm Monday.

Please find a link to the floor plan: [CLICK HERE](#)

SHIPPING

Please ship all materials directly to the Show Facility address above, include:

- **Halloween & Entertainment Expo**
- Location
- Full Company Name
- Booth #

IMPORTANT

**Shipments will ONLY be accepted
at the time of MOVE-IN.**

(date specific)

CUSTOMS & CARRIERS

- The official carrier and customer broker for this show is: **North American Logistics Services Inc. (NALS)** Mark Fowler, Director of Operations Ph. 778-328-2841, Toll Free 855-328-2841, Email mfowler@nalsi.com
- Exhibit booths and equipment from outside Canada may be brought in for the purpose of the show only without payment of duty under standard procedure. Please consult with NALS above.



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ALTERATIONS TO BUILDING

- Painting, nailing, drilling, or screwing to the floor, walls or any part of the building is not permitted except by prior written approval of both Show Management and Building Management.

SHOW FURNITURE DUE: SEPTEMBER 25th

- The official Show contractor is **HEX Entertainment Inc.**
We are responsible for the following: furniture rentals (tables, chairs, etc.), draping, booth vacuuming & on-site labor.
All booths will be supplied with 8' high draping at the back, and 3' high on the sides.
- For additional requirements, please order in advance using the [Show Furniture & Equipment Order Form](#) attached.
**Charges will apply to any on-site orders*

NOTE: Exhibitors are responsible for any damage to equipment rented and will be charged accordingly (i.e. broken tables, broken chairs, etc.)

NOTE: Only the aisle carpet will be vacuumed at the end of each night. Arrangements for your own booth can be made through HEX Entertainment. Please see Furniture and Equipment Order Form

BOOTH CONSTRUCTION

- Booths may reach a maximum of 8' in height, and may not restrict sight lines (i.e. block) another exhibitor.
- Changes in the standard draping are at the exhibitor's expense.
- Nothing is to be pinned or stapled to the drape – "S" hooks are available from HEX.


SIGNS & BANNERS

- All booth signage and banners are to be professionally made and fit in the confines of your booth. Booth signage cannot block other exhibits. Arrangements can be made through the facility to hang your banners from the ceiling (for a fee). <http://exhibitor.calgarystampede.com/>
- All banner hanging must be done before aisle carpet is put down.
- Any banners or signage deemed inappropriate by show management will be removed and any cost associated with the removal would be charged back to the exhibitor.

FORKLIFT SERVICE

- Forklift Service is available on a first-come, first-served basis to offload/load shipments and stock.
- The forklift is ONLY available during move in and out.
- Unusually large or time consuming loads (i.e. hot tubs), need to be scheduled in advance. Please contact us direct.

OFFICIAL PRINTER

- The official printer appointed by Show Management:  www.rayacom.com
Toll Free: 1-877-757-7468 **Ph.** 780-424-5220 **Email:** adminwest@rayacom.com
Servicing: Edmonton, Calgary, Vancouver, Kelowna, Burnaby, Red Deer, Saskatoon, Regina and Toronto.

FOOD & SAMPLING GUIDELINES DUE: SEPTEMBER 13th

- [Alberta Health Vendor Notification Form](#) and [Calgary Exhibition & Stampede Concessionaire Agreement](#) must be submitted if sampling food products. Please email completed forms to lauren@hex.ca
- If electrical is required, please ensure you have ordered sufficient power for the number of appliances to be plugged in.

PERSONAL SERVICES DUE: SEPTEMBER 13th

- Alberta Health Services requires all exhibitors performing personal services at the event (esthetics, tattooing, waxing) to submit [Personal Services Vendor Notification Form](#) to lauren@hex.ca

ELECTRICAL, INTERNET, PARKING DUE: SEPTEMBER 25th

- Exhibitors must make their own arrangements directly through the **Calgary Stampede**.
Please order online at: <http://exhibitor.calgarystampede.com/> Ph. 403-261-0377 Email: eventservices@calgarystampede.com

PLEASE NOTE: HEX is a Dark Show (dim lighting) If you require additional lighting please make your own arrangements



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VEHICLE DISPLAY REGULATIONS DUE: SEPTEMBER 25th

- All vehicles displayed inside the BMO Centre during the event must submit a Vehicle Notification Form to Show Management: please [CLICK HERE](#) for the form.

OFFICIAL HOTEL DUE: SEPTEMBER 13th



- **Alt Hotel Calgary East Village**
635 Confluence Way SE, Calgary, AB T2G 0G1
TF: 833-258-6635 *Quote: HEX Halloween & Entertainment Expo*
PH: 587-441-6635
*This is the only hotel connected to the Show
- \$129 (King), \$149 (2 Queens)

EXHIBITOR BADGES

- Exhibitor badges are generic, and will only be labeled with “Exhibitor”, no company name, or individual name.
- Badges are available for pick up at the Show Office and are required to gain access to the Show.

NOTE:

- Exhibitor Badges are for booth personnel ONLY.
- If you require extra badges than provided for your booth, there will be an extra charge of \$50/badge.
- 10x10 Booth – 2 Badges
- 10x5 Booth – 1 Badge
- Artist Alley – 1 Badge

ADMISSION PRICES

General Admission	Kids Admission	Premium Admission – Limited Available	RIP Admission – Available Online Only
- One-Day \$30.00	- One-Day \$5.00	- One-Day \$60.00	- Weekend \$299.00
- Weekend \$50.00	- Weekend \$9.00	- Weekend \$99.00	Purchase tickets online at https://hex.ca/HEX

SAMPLES, SOUVENIRS AND SOLICITING

- Soliciting of business and/or distribution of samples and souvenirs will not be permitted in the aisles, the parking lots or in another exhibitor’s booth, but must be confined to the exhibitor’s own space.

INSURANCE

- Show Management, Halloween & Entertainment Expo, Stampede Park, and the City of Calgary, will not be responsible for injury to persons, loss or damage of products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the show building or its environs

HEX Entertainment Inc. recommends all exhibitors have a \$2,000,000 minimum in liability insurance and have proof of insurance. To secure proof of insurance simply phone your insurance provider and ask for a certificate naming: HEX Entertainment Inc., the Show name, current facility and city of the Show. There should be no additional cost from your insurance provider for this service. **NOTE:** *This is an official request. If proof of insurance is not supplied, HEX Entertainment Inc. will not be held liable. For more information, please refer to the Insurance & Indemnity clause on our Terms and Conditions sent with the application.*

SECURITY

- Security guards will be on site 24-hours a day and in the building during the hours of move-in, show hours and move-out.
- Show Management, cannot assume any responsibility for losses incurred from pilfering or any other causes.
- While Show Management will take all reasonable security measures to safeguard small items, removal of such items daily will minimize the possibility of loss from pilferage

SLANDER & DEFAMATION

- General Character and/or Company slights, abuse of any Halloween & Ent Staff or insults of any kind will not be tolerated. Any exhibitor responsible will have their exhibit space cancelled (non-refundable) from the show.

ALCOHOL AND NUDITY

- Alcohol is strictly not permitted at your booth.
- Any Exhibitor caught with outside liquor will be asked to leave the premises.
- Please note nudity is prohibited by the facility.
- Please ensure models/staff are covered accordingly



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ADMIT ONE TICKETS

- Included with your Exhibitor Booth are **20 50% OFF GENERAL ONE-DAY ADMISSION** tickets (discount ends October 1st).
- These tickets will be provided via email as a DISCOUNT CODE, so your clients can order their tickets online. [CONTACT US](#) for your discount code. Tickets are courtesy of HEX and are meant for your client base & preferred customers only.

NOTE: TICKETS ARE NOT FOR RESALE, and the resale or dispersing tickets on-site or during Show Hours is strictly prohibited

WILL CALL LISTS

- Each company has been provided promotional codes for preferred customers and clients. These tickets must be distributed before show hours.

NOTE: Will Call lists will no longer be accepted during the show. Thank you for your cooperation!

CELEBRITIES

- Your exhibitor badge provided by Show Management will allow you access to jump into any VIP Celebrity autograph lines.
- This is only done DURING SHOW HOURS only.
- Autograph prices are decided by each individual celebrity. Show Management can not give discounts or free autographs.

STAGE & SEMINAR PERFORMERS

- Please note Halloween & Entertainment Expo and HEX Entertainment Inc. accept no liability or responsibility in theft or injury, at or as a result of any seminar or stage act, presentation or performance. If you have any concerns prior to your performance, please contact an on-site Show Representative who will respond to the issue immediately.

PRODUCT AUTHENTICITY

- Exhibitors shall abide by licensing and copyright regulations and laws. Exhibitors are responsible for the authenticity and quality of their merchandise. Management reserves the right to inspect merchandise and ask for proof of authenticity. Exhibitors assume full responsibility for any litigation and fines associated with the sale of bootlegged, counterfeit, and/or illegal merchandise.
- For more details and or questions/concerns please contact Show Management.

BEWARE OF EMAIL SCAMS!

- Exhibitors have been targeted in the past by companies claiming to have access to the attendees list.
- **THIS IS FALSE INFORMATION** – *NOTE: your information was is not and will not be sold or provided, they obtain contact information online (ie: scraping our exhibitor listings or visiting your websites)*
- If you have questions or concerns, please [Contact Us](#)

CODE OF CONDUCT

- HEX Entertainment Inc. is committed to creating a safe environment for all attendees, exhibitors, performers and staff. All cases are dealt with on a case-by-case basis. Limits can be violated deliberately, or through poor communication, misunderstandings, technical accidents, lack of knowledge, and/or lack of experience. If you experience or witness any sexual harassment, verbal/physical abuse, harassment or bullying, please contact HEX Entertainment Show management.

It is important to us that you have a successful Show. If you need us at anytime, please visit the Show Office or look for our Show Staff on the exhibit floor. Thank you!



Show Furniture & Equipment Order Form

HEX Entertainment Inc. is pleased to welcome you to the **Halloween & Entertainment Expo**

Your exhibit booth includes: **8' backwall drape - black & 3' sidewall drape - black**
 For additional booth furniture and equipment orders - please complete the form below.

Company Name _____

Email _____ Phone _____

City _____

Must be completed & returned to our office with full payment 2 weeks prior to the show

Please send to: kelsi@canwestproductions.com Fax: 403.246.3856

*** All On-Site orders are subject to a 25% rate increase.**

Tables	Skirted / Non Skirted	Quantity	Total
8' Table	\$50.00 / \$27.50		
6' Table	\$45.00 / 23.50		
4' Table	\$40.00 / 17.50		
Folding Plastic Chairs	\$8.00		
Fully Equipped 10x10 Booth Carpet, Table, 2 Folding Chairs	\$130.00/booth		

Pipe and Drape			
Dressing Room	\$50.00 / room		
Additional Draping	\$15.00 / wall		

Carpet	Booth size _____ X _____	\$0.80 / sq. ft.
Booth Vacuuming <i>(daily)</i>	Booth size _____ X _____	\$0.20 / sq. ft. / day

Subtotal:

GST:

TOTAL:

PAYMENT

CHEQUE

CHEQUES PAYABLE TO: HEX ENTERTAINMENT INC. #201, 7710 - 5 STREET SE CALGARY, AB T2H 2L9 PHONE: (403) 242-0859

Email: kelsi@canwestproductions.com www.HEX.ca

VISA/MC _____

EXP: _____

CVV# _____

I hereby authorize HEX Entertainment Inc. to process payments per the above total to my Visa/MC.

****YOUR CVV# MUST BE INCLUDED FOR YOUR CREDIT CARD TO BE PROCESSED.**

EMAIL FUNDS (SEND TO Terra@Hex.ca)

If promoted use password: **HEX19**

Initial _____

INVOICE REQUEST (CHECK HERE FOR AN OFFICIAL INVOICE)