



Exhibitors, as we get closer to the show dates in Calgary please see below for information and reminders:

Trade Show Checklist:

1. **Flight** to Calgary – **move-in** is **Friday & Saturday** from 8am -6 pm each day – September 23 & 24.
2. **Shipping samples** / display to the show – ReCall Logistics
  - a. – Rob @ 416-509-6103 - rmccall@rogers.com
3. **Hotel** booked for the show – Alt Hotel Calgary East Village 1- 833-258-6635 – book early as it will sell-out also on the website with discount at [www.GiftExpo.ca](http://www.GiftExpo.ca). 635 Confluence Way SE, Calgary, Alberta, T2G 0G1,
  - a. <https://reservations.germainhotels.com/107571?groupID=3542566&hotelID=107571#/guestsandrooms>
4. **Show and Shipping address:**

BMO – Calgary Stampede  
c/o Gift Expo – Hall B/C  
Your Co. Name  
Booth #  
20 Roundup Way SE.  
Calgary, AB T2G 2W1
5. **Booth display** - carpet & skirted tables are available for rent **from Cameron** via email. Exhibitors must have some type of floor covering if you don't supply your own. **8ft white Drape and company name sign included.**
  - a. **Additional rentals** from Goodkey Show Services – **780.426.2211** also on website (not carpet or tables).
6. **Electrical rental** – available from Calgary Stampede and on the show website [https://exhibitor.calgarystampede.com/coe/coe\\_p1\\_all.aspx?oc=01&cc=COE-EVT2020](https://exhibitor.calgarystampede.com/coe/coe_p1_all.aspx?oc=01&cc=COE-EVT2020)
  - a. – Electrical is optional but not included.
7. **Exhibitor badge(s)** – please email all staff doing the show - first and last names 1 week prior to the show and the exhibitor badges will be picked during move-in on Sept. 24<sup>th</sup> **Saturday from 12- 4pm**. Or Sunday morning.

8. **Show Specials** – have some type of show special to entice buyers to place an order at the show as the special can only be offered with a written order at the show. i.e. 10% off **or** Free shipping?
9. **Show Handout** – something you can give potential buyers to take with them to remember your booth and products – i.e. postcard or brochure with product photos to remind them.
10. **Order Forms** – Ready to fill out and give the buyer a copy at the show so they can take back to their office and have an itemized list of what was placed on the order.
11. **Move-out** – The last day of the show (Tuesday) will end at **2pm** – move-out is 2pm – 11pm that day (Tuesday only) . All freight must be picked up on Tuesday before 11 pm.
12. - **Postcards** – you will receive an email version of the postcard to send to buyers letting them know you will be at the show. I have mailed over 3000+ already. Every bit helps even if the buyers get more than one.
13. - **Show Hours:**
- a. Sunday – September 25 - 9:00 am – 5pm
  - b. Monday – September 26 – 9:00 am – 5pm
  - c. Tuesday – September 27 – 9:00 am – **2pm**

Call or email if you have any questions?

Cameron Dix – Show Manager

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