

The Franchise Show

CALGARY

November 20 & 21, 2021

Calgary TELUS Convention Centre



EXHIBITOR MANUAL

WELCOME AND THANK YOU **for choosing to be a participant in** **The Franchise Show - Calgary.**

Please take a moment to read the exhibitor manual, which will provide you with all of the necessary information for the preparation and installation of your exhibit. Processing your orders at your earliest convenience will allow us and the service-contractors time to provide you with the best possible rates & service.

The Show Office will be set up at
the Calgary TELUS Convention Centre
on Friday November 19, 2021 at noon and management will be available to assist you for the duration of the Show.

**For specific information and guidelines related to COVID19, please refer to the COVID19 section of the manual.*

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GENERAL INFORMATION

Show Location

Calgary TELUS Convention Centre
South Building
Macleod Hall
120 Ninth Avenue SE
Calgary AB
T2G 0P3
Tel: (403) 261-8500
Fax: (403) 261-8510

CITY MAP

DIRECTIONS

Show Dates & Times

Saturday November 20, 2021	11:00 am – 5:00 pm
Sunday November 21, 2021	11:00 am – 4:00 pm

Exhibitor Move-in Times

Friday November 19, 2021	12:00 pm – 6:00 pm
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Exhibitor Move-Out Dates & Times

Sunday November 21, 2021	4:00 pm – 8:00 pm
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Produced By

National Event Management
Suite #102
260 Town Centre Blvd.,
Markham ON
L3R 8H8
Tel: (905) 477-2677 or (800) 891-4859
Fax: (905) 477-7872

Exhibitor Coordinator

Joy Gallaiford
905 477-2677 or (800) 891-4859 Ext 284
Email: joy@nationalevent.com

Director of Operations

Dina Latina
905 477-2677 or (800) 891-4859 Ext 224
Email: dina@nationalevent.com

EXHIBITOR CHECK LIST

Please print a copy of this checklist to assist you in planning for the Show. To take advantage of “early booking discounts” please note booking deadlines.

CHECK LIST

MOVE-IN INSTRUCTIONS

Move-in Times

Friday November 19, 2021	12:00 pm – 6:00 pm
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- **All exhibitors must officially register before setting up.** Please come to the show office and staff will direct you to your booth.
- **All exhibits must be set up by 6:00 pm Friday.** Exhibitors will not be permitted to set up during show hours.
- Dollies and carts will ONLY be available during move-in and move-out. Only hand carried items may be brought in on Show Days.
- Children 15 years of age or younger will not be permitted in the exhibit area during move-in, set-up, or tear down.

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Physical Distancing & Masks

Masks and Social Distancing will be mandatory inside the facility. If you have any reason that prevents you from wearing a mask, please let us know. No one with a fever or symptoms of COVID-19 or known exposure to Covid-19 case in their prior 14 days is permitted inside the venue.

LOADING DOCKS

The Franchise Expo will be taking care of materials handling costs for exhibitors, which includes unloading your vehicle and moving your material from the south dock down to the hall. If you have excessive materials handling requirements or have pieces weighing over 4000 lbs., please contact Dina Latina (dina@nationalevent.com) as charges may apply.

All conference materials come through the South Loading Dock located at:

823 First Street SE,
Calgary, Alberta
T2G 0G9

Move-In Procedures

- Drive to the south loading dock
- Drop your materials off for your booth
- Once the materials are dropped off, go and park your car. From there make your way to Macleod Hall which is located in the South Hall.
- The materials you dropped off will be taken to your booth by Global.

Exhibitors with items that can be hand carried into the Hall

Exhibitors can move their own material into MacLeod Hall, **if it is something that can be carried in by hand**. In this case, please load in from the 8th Ave entrance. Once you are inside the building, there will be dollies available at the bottom of the stairs for your use.

Exhibitors should use the South dock for anything that they will not be able to hand carry and let our materials handling service do the rest!

[LOADING DOCK AND PARKING MAP](#)

[WEIGHTS & MEASUREMENTS OF SOUTH LOADING DOCK](#)

EXHIBITOR PARKING

Calgary Parking Authority operates a heated underground parking facility under the North Building called the **Convention Centre Parkade or "Lot 60"**. Please note: The show is in the SOUTH BUILDING.

The entrance to the parking lot is located at:

727-1 Street SE
Calgary, AB
T2G 2G9

For more information on parking contact:

Calgary Parking Authority

Central Office
403-537-7006

[LOADING DOCK AND PARKING MAP](#)

[PARKING RATES](#)

VEHICLES ON SHOW FLOOR

All vehicles must abide by the arrival and departure schedules and procedures established by Show Management. Please contact Dina Latina (dina@nationalevent.com) for approval and to arrange arrival time if you want to display a vehicle.

When motorized vehicles are approved for use, a protective sheet of visqueen, tarpaulin or comparable material may be required to eliminate damages from leaks of gas, oil, etc., at the exhibitor's expense.

- a) Load Limits: If a GVW (Gross Vehicle Weight) is not available, it may be necessary to obtain document from the nearest weigh scale.
- b) Cleaning of Vehicles at the Exhibitor's Expense: Cars, trucks and machinery for display must be washed and cleaned before being admitted to the building. Protective sheets of plastic must be placed underneath to prevent stains. Cars, trucks and machinery for display must be washed and cleaned before being admitted to the building and protective sheets of plastic must be placed underneath to prevent stains. Waxing of vehicle(s), including tire, is not permitted at the CTCC unless the vehicles is placed on plastic sheets and the floor is protected. The cleaning/removing of any polishing/cleaning product residue from the floor will be charged directly to the Show Manager. Acceptable polishing product is available at the CTCC Business Services Centre located on the main level of the north building.
- c) Fuel Tank Levels: Fuel tanks will be kept at less than one-quarter (25%) of the tank capacity or 20L whichever is less in each vehicle. All fuel tank caps must be locked or be properly sealed with approved tape i.e. masking tape or cloth tape.
- d) Smoke Detectors and Fire Extinguisher - Vehicles, boats, RV's trailers, Buses and similar exhibited products between 9.3m² and 27.9 m² of roof area, with a source of ignition, external power or vehicle batteries still connected, shall have a one single station smoke alarm installed on each level of the vehicle and a 2A-10BC fire extinguisher. During non-show hours, a window in vehicle must be left open to ensure smoke alarm can be heard.

Exhibitors are responsible for oil, grease, or any general damage to the carpeted area.

Exhibitors must provide a set of keys, the contact name, and phone number of the person responsible to remove the vehicle(s) to Show Management.

SHIPPING & DELIVERIES TO THE SHOW

Shipping Direct To Show: Friday November 19, 2021

PLEASE NOTE: **The facility will NOT accept shipments prior to the Show move-in date.** Show Management will sign for the delivery on your behalf during move-in hours only. Your materials will be moved from the loading dock to your booth. Please ensure your booth number and company name are clearly visible on your shipment to avoid delays.

Please address shipments to:

Company Name Booth Number
The Franchise Expo
Exhibitor's Company Name, Booth Number
Macleod Hall c/o Calgary TELUS Convention Centre
South Loading Dock
823 1 Street SE
Calgary, Alberta
T2G 5T9

The most cost-effective way to ship your items to the show is to arrange delivery during move in hours with our Official Show Carrier;

Cross Connect Customs & Logistics

Pat D'Alessandro
info@crossconnectcl.com
Cell: 416-726-7229

TRANSPORTATION AND CUSTOMS FORMS

Pre-Show Shipping

If you choose the official show carrier as your freight carrier, they will warehouse materials for up to 30 days prior to the Show at no charge and deliver them to the show on move-in day.

Please address Advance Warehouse Shipments to:

Exhibitor Name, Booth #
c/o Calgary Franchise Expo
ABF Advance Warehouse
235077 Wrangler Drive
Calgary, AB
T1X 0K3

To request a quote, please complete the below order form and email to:

Cross Connect Customs & Logistics

Pat D'Alessandro
info@crossconnectcl.com
Cell: 416-726-7229

TRANSPORTATION AND CUSTOMS FORMS

Shipping enquiries must be finalized 14 days prior to show move in date. **Be sure your shipment is labeled clearly.**

You may choose to use another carrier however, keep in mind that not all carriers deliver and pick up during our scheduled move in/move out times.

CUSTOMS BROKER

Cross Connect Customs & Logistics is our designated official customs broker to coordinate customs clearance of goods destined for The Franchise Expo. Please make sure you contact them at least one month prior to the event in order to arrange your custom needs.

If you have any questions please contact:

Pat D'Alessandro
info@crossconnectcl.com
Cell: 416-726-7229

TRANSPORTATION AND CUSTOMS FORMS

EXHIBITOR MOVE-OUT INSTRUCTIONS

Please note that move-out will begin once the show has closed and the aisles are cleared. Dismantling or removing your exhibit/exhibit materials before the end of the show is strictly prohibited.

Move Out Procedures

- Pack up your booth materials
- If you are taking your materials with you, let Global know that you are going to get your vehicle. They will take materials to the South dock and will load your vehicle when you arrive at the dock.
- If the materials are being picked up by a third-party shipper, let Global know which company is picking up your shipment. Global will take the materials to the loading dock and release the freight to your carrier when they arrive.

All material must be packed and ready for shipping or removed by hand by 8:00 pm.

Items left on the show floor after move-out time without prior notification will be forced off the floor. Show Management reserves the right to reroute shipments that are not picked-up or refused by carriers. Should this occur, you will be responsible for any charges incurred.

Exhibitors are encouraged to remove small items and open cases of products from the show floor first. Show Management will take all reasonable security precautions, but immediate removal of these

SHOW DECORATOR (TO ORDER TABLES, CHAIRS, ACCESSORIES, ETC.)

ADVANCED RATE DEADLINE: November 5, 2021

ONLINE ORDERING DEADLINE: November 12, 2021

Carpet, 8ft back drape and 3 ft side drape are supplied for your exhibit space. If you require tables, chairs or additional booth supplies, these items can be rented from the Show Decorator:

Show Colours

- **Booth Drapes: Black**
- **The hall is carpeted with a multi-coloured carpet.**

To access the online catalogue, go to www.globalconvention.ca, select "Online Catalogue", then "Order Exhibit Items", and enter the username and password.

USERNAME: FRANCHISEAB

PASSWORD: 2021

Or submit the below forms to:

Global Convention Services

Tel: (403) 273-8064

E-mail: calgary@globalconvention.ca

[ORDER ONLINE](#)

[FURNITURE & ACCESSORIES ORDER FORMS](#)

[ORDERING INSTRUCTIONS & PAYMENT FORM](#)

Tent and Canopy Regulations

- Booths that include tents, canopies and/or other structures inside a building shall not be constructed with any roof, ceiling or other obstruction larger than 27.9 m² (300 squared ft.) without written approval of the Calgary Fire Dept.
- Booths that include tents, canopies and/or other structures inside a building having between 9.3 m² (100 squared ft.) and 27.9 m² (300 squared ft.) of roof, ceiling or other obstruction shall be provided with a listed single station smoke alarm.
- Booths that include tents, canopies and/or other structures inside a building having between 9.3 m² and 27.9 m² of roof, ceiling and/or other obstruction with a source of ignition shall be provided with a listed single smoke alarm plus a 2A-10BC fire extinguisher within.
- Tents and canopies must be approved for indoor use and have a permanently attached label indicating conformance to CAN/ULC-5109, "Flame Tests of Flame-Resistant Fabrics and Films".
- Minimum of 3 m separation is required between each 27.9 m² aggregate of tents, canopies and/or other structures on all sides. An aggregate area exceeding 27.9 m² shall not be permitted.

[CANOPY & FLAME TEST INFO SHEET](#)

BOOTH INSTALLATION & DISMANTLING

ORDER DEADLINE: November 12, 2021

Should you require assistance setting up or dismantling your booth, go to www.globalconvention.ca, select "Online Catalogue", then "Order Exhibit Items", and enter the username and password.

USERNAME: FRANCHISEAB

PASSWORD: 2021

Or submit the below forms to:

Global Convention Services

Tel: (403) 273-8064

E-mail: calgary@globalconvention.ca

[ORDER ONLINE](#)

[BOOTH INSTALLATION & DISMANTLE ORDER FORM](#)

[ORDERING INSTRUCTIONS & PAYMENT FORMS](#)

BOOTH CLEANING

ORDER DEADLINE: November 5, 2021

Exhibitors are responsible for maintaining their own booth space. If you require in-booth vacuuming go to www.globalconvention.ca, select "Online Catalogue", then "Order Exhibit Items", and enter the username and password.

USERNAME: FRANCHISEAB

PASSWORD: 2021

Or contact:

Global Convention Services

Tel: (403) 273-8064

E-mail: calgary@globalconvention.ca

[ORDER ONLINE](#)

[ORDERING INSTRUCTIONS & PAYMENT FORMS](#)

ELECTRICAL

ORDER DEADLINE: November 5, 2021

Electrical is not supplied to your booth. If you require an electrical hook-up, please submit the below order forms to:

Global Convention Services

Tel: (403) 273-8064

E-mail: calgary@globalconvention.ca

[ELECTRICAL FORMS](#)

[ORDERING INSTRUCTIONS & PAYMENT FORMS](#)

TELEPHONE / INTERNET / WIFI

ORDER DEADLINE: November 5, 2021

Please Note: This venue does NOT have free wifi.

If you require a telephone or internet line or access to WIFI in your booth please submit the below order forms to:

Global Convention Services

Tel: (403) 273-8064

E-mail: calgary@globalconvention.ca

[INTERNET & TELECOMMUNICATIONS ORDER FORMS](#)

[ORDERING INSTRUCTIONS & PAYMENT FORMS](#)

AUDIO / VISUAL RENTALS

If you require audio visual equipment in your booth, please contact:

FMAV

Tel: 403-261-8555

Email: asamedi@fmav.ca or cnovak@fmav.ca

HOTEL

BOOKING DEADLINE: November 4, 2021

**Rooms and discounted rate will only be held until the specified date.
Rooms will then be subject to availability at prevailing rates.**

We have obtained a group rate of \$169.00 + taxes for single or double occupancy at The Calgary Marriott Downtown Hotel.

The Calgary Marriott Downtown is located at:
110 Ninth Ave SE
Calgary, Alberta
T2G 5A6

PLEASE NOTE: The Marriott Downtown is undergoing some maintenance on Sunday, November 21st and is not able to accommodate guestrooms requested for that night.

If you will require accommodation on Sunday night, we have made arrangements with their sister property – Calgary Airport Marriott In-Terminal (www.marriott.com/yycxa), for guestroom reservations at the same rate as this hotel and will provide transportation for guests to the airport for their stay that final night of Sunday, November 21st.

The Calgary Airport Marriott In-Terminal is located at:
2008 Airport Rd NE
Calgary, AB T2E 3B9

Reservations for both hotels may be made by [booking online here](#).

To receive this rate, you must mention that you are with **The Franchise Expo** when booking. Rates cannot be changed at check-in/check-out times if you fail to identify your affiliation at the time of booking.

FOOD SAMPLING

FORM SUBMISSION DEADLINE: October 29, 2021

If you are planning on sampling food or beverage product(s) in your booth, please note there are **two** necessary steps to complete. Please send a copy of each completed form to Joy@nationalevent.com. Food samples are limited to a 2 oz. portion.

1. Please complete the below [Food Sampling Form](#) and email it to Joy@nationalevent.com and Gabriela Palacios at gabrielap@calgary-convention.com.

FOOD SAMPLING FORM

2. Please **submit** the [Special Event Food Vendor Notification](#) to specialevents@albertahealthservices.ca. There is no fee involved. **Please send a copy of your completed form to Joy@nationalevent.com.**

- a. Please ensure you are complying with the guidelines listed in the [Special Events Food Vendor Package](#). If you do not comply with the guidelines, you could be closed down if an inspector comes to the show.
- b. If you have any questions, call 403-943-2288 to speak with Calgary Environmental Public Health.

SPECIAL EVENT FOOD VENDOR NOTIFICATION

FOOD SAFETY BASICS

TEMPORARY HANDWASHING STATIONS

Please note these additional Safety Regulations:

- a) Cooking of food or deep fat frying is not permitted in the CTCC exhibit areas.
- b) Must have approval from the CTCC prior to any warming of foods, supplying of food samples or bottled water within the CTCC.
- c) Equipment used for warming must be electric and shall be listed and labelled for commercial use (not residential) by a recognized testing laboratory (i.e. CSA or ULC). Residential appliances shall only be permitted if they are part of a demonstration and approved by the CTCC and the Calgary Fire Department (CFD).

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- d) All guidelines/regulations and permits must be followed/obtained as specified from Alberta Health Services.
- e) All guidelines/regulations must be followed as specified in the Calgary Fire Department Indoor Special Event Requirements, Section for Cooking/Warming and Demonstration Cooking.
- f) A fire extinguisher is required in the booth when cooking equipment is present; if you require one please contact Facilities Department at 403-261-8559 for rental prices.

LEAD RETRIEVAL SYSTEM

We offer a Lead Collection system at the Franchise Show. This system uses any smartphone or internet enabled device (no scanners needed). Attendees contact info (name, email and cell if provided) will be pre-populated into the software to make your lead collection easy on-site and your post-show follow-up effortless.

Please send your completed order form to joy@nationalevent.com if you would like to sign up for this system.

Please note: This is not a complete list of attendees. It is a lead retrieval service to help you capture leads quickly and accurately.

[LEAD RETRIEVAL ORDER FORM](#)

[HOW TO COLLECT LEADS](#)

EXHIBITOR BADGES & PRE-REGISTRATION

FORM SUBMISSION DEADLINE: November 12, 2021

We have implemented a new automatic badge system to simplify the request process. Please [follow this link](#) to complete your badge request form. You will receive a confirmation email upon completion.

Exhibitors are provided with up to a maximum of 6 personalized name badges based on the size of your booth.

10x10 booth - 2 booth staff

10x20 booth - 4 booth staff

300 feet or larger - 6 booth staff

***NEW* Contact Tracing Requirements**

You will be required to provide contact details for all staff members working the booth to allow for contact tracing. **All booth staff must be pre-registered** with Show Management before move-in using the above digital form. Please notify Show Management if any changes occur after form submission.

For more information, please see the [COVID19 section](#) of the manual.

Badges will be available for pick up at the Show Office during move-in and must be worn to gain admittance to the Show.

[ONLINE BOOKING LINK](#)

FREE ADMISSION PASSES

Raise awareness of your franchising initiatives and increase traffic to your booth by distributing Customized FREE ADMISSION passes to the Show. There is no limit to the number of FREE passes you may distribute to your professional and personal databases.

Please email your high-resolution logo in **.jpeg**, **.eps**, or **.pdf** format to [Joy Gallaiford](#).

SHOW GUIDE AD & SPONSORSHIP OPPORTUNITIES

There are a number of ways to increase your brand awareness at our shows. Additional ad space is available in our Show Guides that are distributed to attendees and sponsorship recognition includes show guide space, on-site signage, & online presence. Speak to your sales rep for more information.

INSURANCE

Insurance for booth/show

Exhibitors must have their own liability insurance covering a minimum of \$1 million in damages. Please list National Event Management as “additional insured”.

Transportation Insurance

Show Management is NOT responsible for damages caused during the transportation of your products. We strongly recommend purchasing transportation insurance when booking your shipments.

Liability

Exhibitors will be liable for, will indemnify, and will hold harmless Show Management from any loss or damage whatsoever occurring to, or suffered by, any person or company. This includes, without limiting the generality of the foregoing, exhibitor, other exhibitors, management, the owners of the building and their respective agents, servants and employees, and members of the public attending the show, either (a) on the said space or (b) elsewhere. Neither the facility nor Show Management will be responsible for loss or damage to persons, exhibits, or decorations by fire, accident, theft, or any cause while in the exhibition buildings.

RULES & REGULATIONS

**For specific information and guidelines related to COVID19, please refer to the [COVID19 section of the manual](#).*

Diagram #1: Sample of the drape provided for your booth

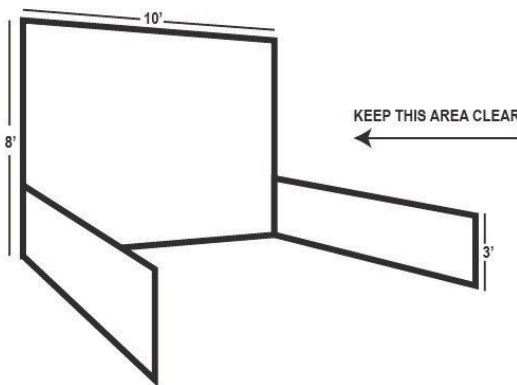
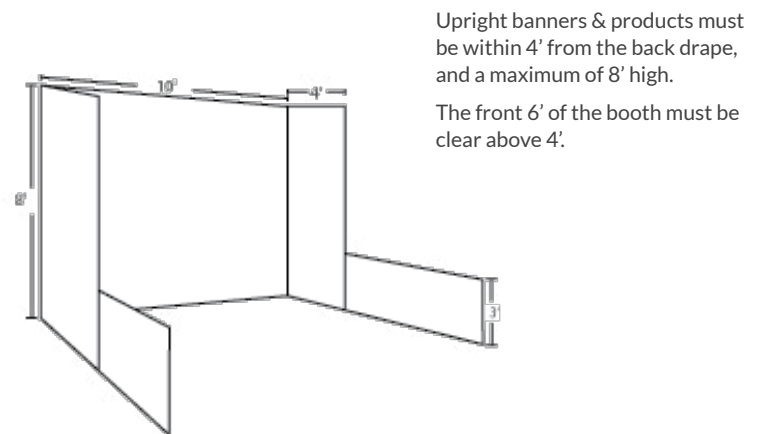


Diagram #2: Sample of display allowance



Booth Display & Restrictions

- Diagram#1 shows the drapes that are provided as a part of your booth cost.
- Diagram#2 shows the allowed clearance for displays, banners and products within your booth.
- No exhibit may exceed a maximum height of 8 ft.
- Side panels 8 ft. high, must not exceed a depth of 4 ft. extending from the back of the display.
- The remainder of the 6 ft depth from the front of the booth must not exceed a 4 ft. height.
- Any exceptions to this must have pre-approval from Dina Latina (dina@nationalevent.com).

Prefab booth partitions must be finished on both sides. If they are not, please request drapes prior to the show.

Tents and Canopies Regulations

- Booths that include tents, canopies and/or other structures inside a building shall not be constructed with any roof, ceiling or other obstruction larger than 27.9 m² (300 squared ft.) without written approval of the Calgary Fire Dept.
- Booths that include tents, canopies and/or other structures inside a building having between 9.3 m² (100 squared ft.) and 27.9 m² (300 squared ft.) of roof, ceiling or other obstruction shall be provided with a listed single station smoke alarm.
- Booths that include tents, canopies and/or other structures inside a building having between 9.3 m² and 27.9 m² of roof, ceiling and/or other obstruction with a source of ignition shall be provided with a listed single smoke alarm plus a 2A-10BC fire extinguisher within.

- Tents and canopies must be approved for indoor use and have a permanently attached label indicating conformance to CAN/ULC-5109, “Flame Tests of Flame-Resistant Fabrics and Films”.
- Minimum of 3 m separation is required between each 27.9 m² aggregate of tents, canopies and/or other structures on all sides. An aggregate area exceeding 27.9 m² shall not be permitted.

CANOPY & FLAME TEST INFO SHEET

Signage

No signage or material may be extended above the 8ft height at the back of your booth nor hung from the ceiling or across the aisle, without approval from Show Management. All signs must be printed on one side only. Your brand messaging can only face the inner walls of your exhibit space.

Carpet or Flooring

Grey carpet is provided within your booth space. If you would like to change the colour, you may order different flooring through our decorator at your own cost or you may bring your own. *Please be sure to review the Tape Restrictions below.

Tape (Floor, Wall, and Carpet Damage)

This only applies to companies that choose to place carpet or flooring on top of the existing carpet.

It is important that you use the proper carpet tape in your booth. If you do not use the correct tape there will be a charge for tape removal.

Here are the models of two-faced tapes that are authorized by the facility.

- Polyken 105c LPDE
- Scapa 274004
- DC W002A

If you bring your own carpet, you must adhere to the above Tape Restrictions. If you do not have the proper tape, please notify Show Management before installing your carpet or tiles.

If you would like to install your carpet on top of the existing carpet, please contact Dina Latina, dina@nationalevent.com, 905-477-2677 or 1-800-891-4859 ext 224.

Restrictions for Booth Installation

Painting, nailing, drilling, or screwing to the floors, walls or any other part of the building is not permitted. Exhibitors are also responsible for oil, grease, or any general damage to the carpeted area. Exhibitors wishing to lay any floor coverings may not fasten the coverings to the building floor. It is suggested that building paper or the approved tape (Polyken 105c LPDE OR Scapa 274004 OR DC W002A) is used instead.

Demonstrations/Distributions

Displays, demonstrations or distribution of advertising materials, are not permitted outside the confines of your booth. If audio visual equipment is used, the sound must be subdued to such an extent as to ensure its having no nuisance effect on neighbouring exhibitors. The use of microphones is not permitted without prior management approval.

Fire Regulations

All exhibitors planning to use any type of fuel (such as gas, oil, helium gas, or propane) in their exhibits are requested to contact Show Management. All displays or exhibited materials must be fireproof to conform to Federal, Provincial, and City Fire Laws.

National Event Management is obligated to abide by the Fire Code regulations in each city. We therefore retain the right to refuse any material or object that does not conform to code. If you have a question or need information re the Fire Code please contact Dina Latina, dina@nationalevent.com, 905-477-2677 or 1-800-891-4859, ext. 224.

Animals in the Show

The facility’s policy prohibits the presence of animals unless they are used as a working dog for the blind. Permission must be obtained from the facility for any exception. Please contact Dina Latina (dina@nationalevent.com ; 905 477-2677 ex: 224) regarding the necessary forms.

Helium Balloons

Helium balloons are prohibited in most venues. There is a large retrieval fee, charged to the exhibitor, when balloons are lost. Please contact Dina Latina (dina@nationalevent.com) for approval if you wish to use helium balloons in your display.

Mechanical Conveyances

Mechanical Conveyances such as electric carts, scooters, or bicycles will not be allowed in the aisles during the show hours. The only exceptions to this rule will be in the case of handicapped persons visiting the show, or those with authorization from Show Management.

Non-Compliance

National Event Management reserves the right to make changes, amendments, and additions to the rules and regulations without notice, as considered necessary to the efficient and proper conduct of the show. Interpretation of these rules and regulations shall rest with Show Management and non-compliance can result in ejection of the offending exhibitor or in the closing of his/her exhibit.

COVID-19 GUIDELINES

The following precautions and regulations have been put in place to ensure the health and safety of all Exhibitors, Staff and Visitors to the show. We are confident in our plans in working with the Calgary TELUS Convention Centre (CTCC) staff and all suppliers to ensure a safe and successful show.

- Sanitizing stations will be added at every entrance and exit point, as well as scattered around the hall, along with increased signage to promote safe hand hygiene at the show.
- Masks and Physical Distancing will be mandatory inside the facility. If you have any reason that prevents you from wearing a mask, please let us know.
- Posters and signage will be placed throughout the building and show floor encouraging people to physically distance as well as a reminder of our no hand-shaking policy.
- Staff and security will be monitoring the show entrance and show floor to ensure physical distance guidelines are adhered to.
- Increased housekeeping rounds will be implemented by the facility staff for disinfecting shared surfaces and high touch areas like door handles.
- Registration will be sold exclusively online.
- **If an exhibitor is experiencing any flu-like or cold symptoms, including fever, coughing, sneezing, sore throat or shortness of breath, they are required to stay home.**

For more details about the Franchise Expo's Health & Safety Practices, please contact dina@nationalevent.com