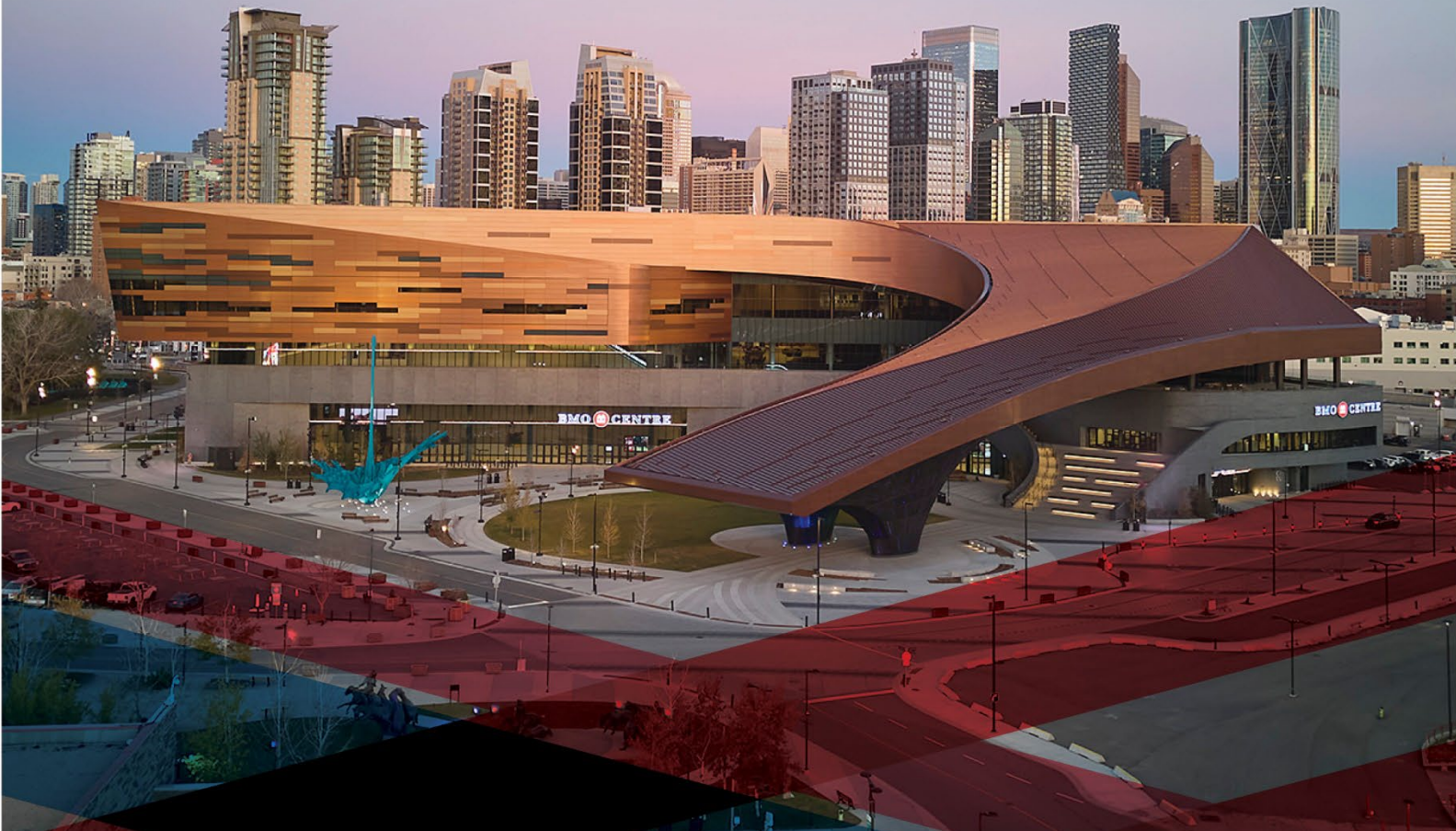


BMO  CENTRE  
STAMPEDE PARK • CALGARY • CANADA

  
*Calgary Stampede*

# EVENT PLANNING GUIDE



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# **1. WELCOME**

## 1. WELCOME

Welcome to the BMO Centre at Stampede Park. Our team provides exceptional event experiences for Event Organizers, Exhibitors, and Guests alike. Whether you plan to entertain thousands with a wild light show, or host a quiet, sophisticated dinner, we will capture the ideal event atmosphere.

This guide offers helpful information throughout your event planning experience, such as:

- How we can serve you and your Guests
- Superior suppliers and services
- Handy timeline for planning
- Clear-cut policies and requirements
- Award winning Food & Beverage department
- Transportation tips for you and your Attendees
- Essential health and safety policies
- Sustainability initiatives
- Terms and abbreviations

Note that the content of this guide herein forms an extension of your signed **License Agreement**, so please read it carefully.

### 1.1 ABOUT THE BMO CENTRE

The BMO Centre at Stampede Park encompasses all third-party events that happen on Stampede Park, 365 days a year. The BMO Centre building is the primary venue for these events, and The Big Four Roadhouse, Rotary House, Nutrien Western Event Centre, ENMAX Park, GMC Stadium, and all outdoor spaces on Stampede Park also fall under the direction of the BMO Centre.

The BMO Centre is a division of the Calgary Stampede, which is a not-for-profit community organization that preserves our western culture and community spirit. Supported by more than 3,000 passionate volunteers, our year-round events, agricultural programs, and investment in youth continue to make a lasting economic impact in our city.

For over a century, the CS brand has been a well-known community symbol. While it stands for Calgary Stampede, CS has also come to symbolize Community Spirit and the belief that We're Greatest Together. Our core values of western hospitality, integrity, pride of place, and commitment to the community are brought to life throughout the year as our gathering place hosts, educates, and entertains a global audience.

### 1.2 TREATY 7 TERRITORY LAND ACKNOWLEDGEMENT

The Calgary Stampede is situated on the traditional territories of the Blackfoot Confederacy (Siksika, Piikani, Kainai), Tsuut'ina, and Îyâxe Nakoda (Bearsaw, Chiniki, Goodstoney) First Nations. Calgary is also Métis Nation of Alberta Districts 5 and 6. These lands have always been a gathering place and we are proud to continue that tradition.

### 1.3 YEAR-ROUND ECONOMIC IMPACT

Each year, Stampede Park hosts over 1,200 business, tourism, sporting, hospitality, and community events and welcomes more than four million guests. These year-round events create thousands of jobs and contribute more than \$540 million in economic impact to Alberta, annually.

The mandate of the team is to attract destination Event Organizers who require large spaces, experiential return on investment, and a team dedicated to achieving Event Organizer goals and objectives.

The BMO Centre’s team focus is, first and foremost, to bring events that maximize economic impact in the city of Calgary through the use of hotel rooms, restaurants, industry suppliers, transportation companies, retail outlets, and other related business sectors. To that end, our scheduling priorities are outlined below.

#### 1.3.1 Scheduling Priorities for Events

	Priority One	Priority Two	Priority Three
Event type	National and international conventions and tradeshows	Larger consumer shows and exhibitions, including sporting and artistic events	All other events
Event profile	<p>These events generate significant economic impact and out-of-town visitors.</p> <p>These events are generally private and not open to the public.</p>	<p>These events require greater than 100,000 sq. ft. of contiguous space and attract large local or regional public attendance.</p> <p>These events are generally open to the public.</p>	<p>All other events including smaller consumer shows, concerts, meetings, banquets and special events.</p> <p>Depending on the nature of the event, <b>it can</b> either be private or open to the public.</p>
Booking lead time	as far in advance as necessary	up to 18 months in advance	up to 12 months in advance
Contracts and bookings	<p>Contracts and bookings may be made as far in advance as necessary.</p> <p>A ‘Priority One’ event will supersede any other space holds or requests, unless a fully executed <b>License Agreement</b> is in place.</p>	<p>Contracts and bookings may be made up to 18 months in advance and will supersede any other space holds or requests, unless a fully executed <b>License Agreement</b> is in place.</p>	<p>Contracts and bookings may be made as far in advance as 12 months, and will supersede any other space holds or requests, unless a fully executed <b>License Agreement</b> is in place.</p>

#### Special Considerations

The BMO Centre’s management is responsible for operating the facility in a sound business manner in an effort to maximize both economic benefit and financial stability of the BMO Centre. Consequently, the BMO Centre’s management reserves the right to promote, solicit, develop, and make reservations for any activity deemed appropriate to the BMO Centre’s objectives and to qualify all activities requested of the facility.

## 1.4 EVENT MANAGEMENT TEAM

Our industry-leading team of experts is dedicated to delivering a customized, seamless, and unforgettable experience. Stampede Park offers ideal, inspiring spaces and we will support you in creating an extraordinary event and assist you with every detail.

### 1.4.1 Sales Team

Your Sales Manager helps you identify the ideal venue to create your event program on Stampede Park. They will identify available dates, capacities, rental rates and will walk you through the **License Agreement**.

### 1.4.2 Event Management Team

Your Event Manager works with you to coordinate all of the exciting, intricate details of your event, including food and beverage, event timing, audio-visual, logistics, costs, and commitments. To visualize event milestones and due dates, refer to the [Event Planning Timeline](#) in this guide.

### 1.4.3 Concierge Teams

Our specialized Concierge teams are dedicated to supporting you from move-in to move-out and everything in between.

#### Client Concierge

Client Concierge represents the BMO Centre's management as the Client/Event Organizer's first point of contact once an event is onsite. They ensure the successful delivery of event operations and supplier services to Event Organizer and events. Your event will have the full support of our Client Concierge team, who are dedicated to executing the event on the floor and assisting you with your requirements. The Client Concierge team is here to ensure your event is seamlessly executed.

#### Exhibitor Concierge

Exhibitors are supported by a dedicated Exhibitor Concierge team who provide advance planning support, onsite quality assurance, and many other services. This team provides guest services specifically to Exhibitors.

#### Guest Concierge

Attendees are welcomed and supported by our Guest Concierge team, who are available to assist during event hours with restaurant and transportation reservations, as well as other general inquiries. We are committed to providing exceptional service with true western hospitality, and our concierge teams wouldn't have it any other way.

## 1.5 OUR SUSTAINABILITY PRACTICES

The Calgary Stampede has called Stampede Park, 220 acres of land located downtown Calgary, home for over a century. As a dedicated steward of this land, the Calgary Stampede has formulated sustainability goals that uphold Calgary's values of Commitment to Community and Pride of Place.

### 1.5.1 BMO CENTRE BUILDING PERFORMANCE

The BMO Centre, located on Stampede Park, is Western Canada's largest convention Center opening its doors in June 2024. The building was designed with sustainability at the forefront, aligning with The City of Calgary's [Sustainable Building Policy](#). This includes optimized building energy performance, reduction of water use, management of on-site storm water and drought-tolerant landscaping to name a few. See [BMO Centre Sustainability](#).

### 1.5.2 SOCIAL RESPONSIBILITY

The BMO Centre is one of the few world-class convention centers owned by a not-for-profit organization: The Calgary Stampede. By hosting your event at the BMO Centre, you give back to community by supporting +30,000 students annually through the Calgary Stampede Foundation's youth programs. Learn more about the Calgary Stampede's [youth initiatives](#), and [community programs](#).

### 1.5.3 EVENT SUSTAINABILITY

#### FOOD & BEVERAGE

The venue's *Grown Right. Here.* Culinary Program sources ingredients from over 50 local producers with menu dishes curated from local, sustainable products that bring big flavor aligned with our western roots. Our *Grown Right. Here.* Program is one of our many environment and sustainability initiatives that provides a culinary experience for guests while cultivating closer connections to where their food comes from.

#### FOOD DONATION

Any leftover meals from events are rescued and diverted from the landfill to be donated to local groups in need. Since 2021, over 125,000 meals have been provided, supporting local food security in Calgary.

#### WASTE REDUCTION

The building works to reduce its impact through waste and recycling. Three-stream bins are located throughout the building for guest use. Over 14 different types of waste material are either recycled, composted or upcycled therefore diverted from the landfill.

#### ENERGY & WATER

The BMO Centre was designed based on the City of Calgary's sustainable building standards. LED and natural lighting supports enhanced visitor wellness as well as energy savings. Low flow or waterless fixtures decrease water usage by 30%. Systems are in place that reduce energy consumption and maximize natural lighting, creating a comfortable gathering space for guests.

#### TRANSPORTATION

The BMO Centre is easy to get to via the city's local clean-energy train network, powered by 100% renewable wind energy. The Venue is also connected to the largest urban walking and cycling pathway network in North America.

### 1.5.4 SUPPORTING YOUR SUSTAINABLE EVENT

Our focus is to help you achieve an event that meets your sustainability goals. Working with our on-site Sustainability Manager and Sustainability Specialist, we will help you integrate sustainable practices for a responsible event you and your delegates will feel proud of. Talk to your Event Manager to explore ways to make your event more sustainable.





## **2. SERVICES, SUPPLIERS AND SPONSORS**

## 2. SERVICES, SUPPLIERS AND SPONSORS

### 2.1 EXCLUSIVE SERVICES AND SUPPLIERS

Exclusive suppliers are the only suppliers permitted for specific services and equipment at Stampede Park. No alternate supplier can be used.

#### 2.1.1 Services Provided by Calgary Stampede

The BMO Centre is the exclusive supplier for the following:

- Food and beverage
- Electrical, plumbing, and natural gas
- Internet and telecommunications
- Housekeeping
- Parking
- Sign and banner hanging
- Security

The remainder of required services are provided by either preferred or exclusive suppliers. See the Contact List for contact information. We also welcome contractual partnerships and sponsorships.

#### 2.1.2 Encore: Staging, Rigging and Truss



Encore is the exclusive provider of staging, rigging services and truss on Stampede Park. Their team offers a high level of expertise in rigging, rigorous maintenance of equipment and are committed to providing a safe environment.

Email: [bmocentresales@encoreglobal.com](mailto:bmocentresales@encoreglobal.com)

Phone: 1.800.868.6886

#### 2.1.3 Global Convention Services: Decals



Global Convention Services is the exclusive business provider for decaling services on Stampede Park. Their team will provide all product and installation/removal services for any event branding that involves the adhesion of materials to a venue. This includes such applications as, but not limited to, floor decals, window applications, pillar or wall wraps and elevator/escalator decals.

Email: [sfurze@globalconvention.ca](mailto:sfurze@globalconvention.ca)

Phone: 1.403.807.9996

## 2.2 PREFERRED SERVICES AND SUPPLIERS

Dedicated to providing Event Organizers with only the best in service and quality for all event needs, the BMO Centre works with the following preferred suppliers.

### 2.2.1 Aaron Paramedical Services: Medical



When it comes to your safety and well-being, Aaron Paramedical is one of the most reliable medical services in Western Canada. With over 30 years of field-related experience, they provide preferred onsite medical services for a variety of events.

The Aaron team is made up of highly trained and dedicated Advanced Care Paramedics (ACP) and Primary Care Paramedics (PCPs) who consistently go above and beyond for each and every patient.

Email: [dispatch@paramedical.ca](mailto:dispatch@paramedical.ca)

Phone: 1 403.237.7626

## 2.2.2 Encore Canada: Audio-Visual



With over 80 years of experience, Encore is the preferred full-service provider of audio-visual and staging and, as mentioned, the exclusive provider of rigging and truss on Stampede Park. Encore works with Event Organizers to create extraordinary events.

Email: [bmocentresales@encoreglobal.com](mailto:bmocentresales@encoreglobal.com)

Phone: 1 800.868.6886

## 2.2.3 Decor and More Inc.: Décor



Décor and More is Canada's largest and most-awarded event decor firm, designing and executing over 400 events per year. Decor & More specializes in designing unique events, brilliant spaces and worlds beyond imagination.

Email: [Stampede@decorandmore.com](mailto:Stampede@decorandmore.com)

Phone: 1 403.262.9934

## 2.2.4 Global Convention Services: Display Company Provider



Global Convention Services brings the expertise to fully support trade shows, conventions, and special events, with services such as floor plan design, full pipe and drape, or hard wall installations, material handling, advanced warehousing, custom booth displays, carpet, executive furniture and much more.

Email: [sfurze@globalconvention.ca](mailto:sfurze@globalconvention.ca)

Phone: 1 403.807.9996

## 2.3 SPONSORS

The Calgary Stampede has existed as an iconic symbol of volunteerism, community spirit, and western values for more than 100 years. We invite our partners to be part of this community by offering the opportunity to connect their brand to a unique and passionate audience.

The BMO Centre has contractual arrangements with select companies and serves their products exclusively. Some sponsors display permanent signage located on Stampede Park. This advertising is displayed at all times, except with advance written approval from the BMO Centre.



# **3. GUEST SERVICES**

### 3. GUEST SERVICES

Western hospitality is at the center of the service we provide to all Guests. Our Guest Service team will make you feel welcome with their spirit of generosity and old school charm.

The BMO Centre's Client Concierge team holds the prestigious Les Clefs d'Or "Golden Keys" certification, recognizing their exceptional commitment to service. This certification embodies their dedication to delivering world-class hospitality with the utmost professionalism, polish and care.

The following list, in alphabetical order, provides information about services and amenities we offer. Our Guest Concierge can also be counted on to answer queries and provide a wide range of information about how the venue, Stampede Park, and surrounding areas serves Guests.

#### 3.1 ACCESSIBILITY

At the BMO Centre we are committed to creating an inclusive and welcoming environment for all guests. The BMO Centre is designed with accessibility in mind, ensuring that everyone can enjoy our facilities and participate fully in our events. We believe that accessibility is essential for creating a truly welcoming space, and we have taken great care to incorporate a variety of features to accommodate guests with diverse needs. Rick Hansen Foundation's Accessibility Certified Gold recognizes our building as a leader in accessible design and construction.

##### EXTERIOR ACCESSIBILITY

- Dedicated service animal relief area
- Accessible drop-off zones
- Accessible parking located in several parking lots surrounding the BMO Centre

##### INTERIOR ACCESSIBILITY

- Wider sidewalks with intuitive wayfinding patterns
- Universal washrooms with barrier-free stalls and adult change tables
- Contrasting materials for easy navigation
- Tactile cues on handrails indicating elevation changes
- Warning strips at stair locations
- Automatic door controls
- Publicly accessible elevators
- Cane-detectable barriers
- Multi-layered signage with braille
- Gender-neutral signage and family washrooms
- Dedicated nursing room
- Emergency systems with visual and audible fire alarms in both public and private areas
- Audio accessibility and communication enhancement technologies

These features make our venue accessible and welcoming to all guests, regardless of their abilities.

#### 3.2 AMENITIES

Nearby services are abundant and are listed here alphabetically, for your convenience.

##### 3.2.1 Accommodation

The BMO Centre at Stampede Park is within walking distance of approximately 4,200 central hotel rooms that offer a spectrum of star ratings.

To view accommodation options in Calgary, visit [Tourism Calgary](https://www.tourismcalgary.com).

### 3.2.2 ATMs

ATMs are conveniently located in the BMO Centre public concourse, Nutrien Western Event Centre second level, as well as in other public concourses on Stampede Park. Should you require additional ATMs for your event, please contact your Event Manager.

### 3.2.3 Change Facilities

All public washrooms come equipped with a baby change station and there are select companion care washrooms in the BMO Centre. See below for more information on [washrooms](#).

### 3.2.4 Coat Check

The BMO Centre is happy to assist with your coat check needs. Your Event Manager can arrange to place a temporary coat check in your event space and discuss rental equipment and personnel needs.

The BMO Centre does not accept responsibility for items left in coat check rooms or on coat racks.

### 3.2.5 Guest Concierge and Guest Ambassadors

The BMO Centre provides Guest Concierge for all events located in the BMO Centre. Guest Concierge has exceptional knowledge of the amenities we offer, as well as the services of businesses nearby. Our friendly and accommodating Guest Concierge staff can share their knowledge of Stampede Park and the city of Calgary and suggest special attractions, restaurants, tours, and more.

Guest Ambassadors may also be booked directly through your Event Manager to provide your attendees with a world-class customer service experience and ensure their safe enjoyment of events. Duties may include greeting and directing attendees to the appropriate rooms, exhibit halls, or venues, ushering, ticket-taking, directing, and responding to guest inquiries.

The scheduling of the Guest Concierge is at the discretion of The BMO Centre. To hire our Guest Ambassador services to assist with your event, please contact your Event Manager to obtain a quote.

Labour requests must be submitted at least two weeks in advance.

### 3.2.6 Lost and Found

Lost and found items from events, such as jackets, bags, wallets, and glasses, are catalogued and stored for 30 days. After that period, items are disposed of at the sole discretion of the BMO Centre.

Inquiries regarding lost and found items for Stampede Park in general may be directed to:

[lostandfound@calgarystampede.com](mailto:lostandfound@calgarystampede.com)

Big Four Building office, Big Four Building, upper level on the north side

1.403.261.9347

### 3.2.7 Medical Services

For information about our preferred medical service provider, refer to the section [Preferred suppliers](#).

### 3.2.8 Restaurants on Stampede Park and Nearby

On Stampede Park, Guests will find a market cafe, Stampede Grounds, in the BMO Centre along with Cowboys Casino which offers two restaurants and a lounge for Guests over the age of 18. Within walking distance of the BMO Centre, you will find many charming, local restaurants and coffee shops. Our Guest Concierge would be happy to provide you with a recommendation.

### 3.2.9 Special Requests

Your Event Manager is happy to make suggestions for the use of prayer rooms, parent rooms, sensory rooms, or gender-neutral washrooms for your event, based on your contracted space.

### 3.2.10 Taxis and Other Transportation Services

Refer to the section [Public transit access](#), for detailed information.

### 3.2.11 Washrooms

Public washrooms are located throughout Stampede Park, each with a baby-change station. Family washrooms are located in the BMO Centre, GMC Stadium, Nutrien Western Event Centre, and The Big Four Roadhouse. There are also select companion care washrooms available in the BMO Centre.





# **4. EVENT PLANNING DETAILS**

## 4. EVENT PLANNING DETAILS

This section includes a comprehensive list of guidelines and rules that the BMO Centre has in place to maintain quality and safety of events. Please read this section carefully and comply where applicable. This information represents an extension of your signed License Agreement. Contact your Event Manager for further information.

### 4.1 ACCREDITATION

Organizers are expected to ensure their event has a reliable accreditation or identification system for all event participants, including the Event Organizer/Client, Personnel, Exhibitors, Attendees, Delegates, Special Guests, and third-party providers.

Please provide a copy of all relevant badges, passes and/or tickets to your Event Manager prior to your event move-in.

### 4.2 ADHESIVES

Any item to be attached to the venue requires written approval from the venue, and will require installation by the BMO Centre personnel, or an approved contractor. Items include aisle signs, clings, and floor decals. Drilling, coring and punching holes, and inserting thumbtacks, staples, glue, nails, and so on into the venue, is strictly prohibited.

Adhesives for promotional floor stickers, decals, window applications, wraps, or other promotional items must be ordered and approved through our [exclusive supplier](#). To request the use of promotional adhesive, provide a sample for review to your Event Manager at least two weeks prior to the event move-in.

All approved tape and markings must be removed during move-out. Otherwise, a cleaning charge will apply.

### 4.3 ADVERTISING, PUBLICITY AND PROMOTION

- Onsite promotional opportunities, subject to availability, are available to promote your event, including:
- Digital banner on the outdoor screen located on the south side of the Big Four Building, facing MacLeod Trail N ([link to map](#)).
- Digital signage
- Digital totems along Flores LaDue Parade
- Event calendar on the Calgary Stampede website, which can include a link to your event website
- Room location listing of your event within your venue
- Room screens in the BMO Centre to identify event listings and locations
- Window, door, wall, and floor vinyls (through our exclusive supplier)

Stampede Park is proud to be a world-class gathering place, and we aim to ensure that all materials displayed on our digital signage reflect this standard. To maintain clarity and quality, content that may be unclear or difficult to read may not be approved for upload, at the discretion of the Calgary Stampede Marketing Team.

Please contact your Event Manager for availability and pricing.

### 4.4 AMUSEMENT RIDES AND DEVICES

Amusement rides, including inflatable devices, such as bouncing castles, must follow Alberta's Safety Codes Act, Amusement Ride Standards Regulation 223/2001. Submit an application for a permit of operation for permanent and inflatable rides to [Alberta Elevating Devices & Amusement Rides Safety Association \(AEDARSA\)](#) a minimum of three weeks prior to set up.

Devices must be set up according to the manufacturer's specifications and must be operated by trained personnel. The BMO Centre will

request proof of registration and inspection of the unit onsite. AEDARSA governs all devices, including signoffs and inspections.

## 4.5 ANIMALS

### 4.5.1 Animals in Events

Whenever there is a plan to involve animals in events on Stampede Park, the well-being of the animals must be safeguarded. It is essential that a clear understanding, acceptance, and compliance of responsibilities is undertaken by Event Organizers, Competitors, and Exhibitors alike.

Alberta Health Services (AHS), Environmental Health has specific requirements for the safe operation of animal attractions, interactive displays, and farm visits. For information, please check [Alberta Health Services](#) and/or contact:

**AHS Environmental Public Health Office**  
**Calgary Main Office**  
**1.403.943.2295**

The event organizer is required to create a location for collection and disposal of animal waste, which will be set up by the Calgary Stampede and labour charges will apply.

### 4.5.2 Service Animals

Service animals must have a valid Service Dog Identification Card. There is a dedicated service animal relief area outside the BMO Centre.

### 4.5.3 Pets

All those working at or attending events are prohibited from bringing pets or other animals onto Stampede Park, unless they show a valid Service Dog Identification Card. Owners of pets must follow the City of Calgary's responsible Pet Ownership Bylaw 47M2021.

## 4.6 ARTWORKS, FURNITURE AND FIXTURES

Artwork, fixtures, and permanent soft seating furniture on Stampede Park shall not be removed at any time without written approval from the BMO Centre. Great care must be taken to ensure that these assets are not damaged by event activities. The Event Organizer will be charged for repairs if undue damage is reported during or at the post-event walkthrough inspection.

If items on Stampede Park are approved to be removed or reconfigured for an event, charges will apply. The Organizer is responsible for renting appropriate storage space within the event venue, each venue has unique furniture movement standards. Please contact your Event Manager for details and pricing for your specific venue.

## 4.7 AUDIO-VISUAL SERVICES

### 4.7.1 Encore

The BMO Centre at Stampede Park offers a full-service audio-visual department through our preferred service provider, Encore. Your pricing includes installation, basic electrical, removal, and rental of equipment for the entire event, unless otherwise stated.

All audio-visual equipment is rented on a per day basis. For assistance, please contact your Event Manager for an introduction to your Encore representative.

### 4.7.2 Alternative Provider

When audio-visual equipment is supplied by an alternative provider, the power and rigging required to operate the equipment is supplied exclusively by The BMO Centre and its exclusive partners and must be ordered separately. Oversight is required and chargeable, these requirements can be arranged through your Event Manager.

### 4.7.3 Sound Equipment

The Centre's in-house sounds systems are not available for outside providers to patch into. Those who provide their own sound equipment must do so as per our Outside Service Providers Policy, available from your Sales Manager or Event Manager. Oversight is required and chargeable.

## 4.8 BANNER HANGING

Our exclusive banner hanging services are available to both Event Organizers and Exhibitors. Event Organizers should discuss their banner hanging needs with their assigned Event Manager. Exhibitors may place their order using the Banner hanging order form. Banner hanging prices are subject to grid placement in BMO Halls A1/A2. Please speak to your Event Manager for pricing. To access the Banner hanging order form, click [Exhibitor Order Form](#), log in, follow the prompts, and choose the Banner Hanging link.

See [Calgary Fire Department rules and regulations](#) for banner hanging rules that must be adhered to.

## 4.9 BRAND AND LOGOS

Please note the correct usage of our Calgary Stampede brand when creating your event literature. Examples are provided below.

When referring to Stampede Park and the BMO Centre in a sentence, using the following format:

**[Your event name] takes place at BMO Centre on Stampede Park.**

**[Your event name] takes place at The Big Four Roadhouse on Stampede Park.**

When using point form:

**[Your event name]**

**The BMO Centre, Stampede Park**

**[Your event name]**

**The Big Four Roadhouse, Stampede Park**

In addition, refer to Stampede Park, not the Stampede Grounds, or the Park.

Contact your Event Manager directly for the correct usage of our logos.

## 4.10 BROADCASTING AND TELECASTING

Requests for any filming, streaming, videotaping, and audiotaping of all or any portion of an event for commercial purposes held at the BMO Centre must be reviewed and approved by your Sales Manager or Event Manager at least two weeks in advance. This includes photography and filming around the exterior of the facility.

For information required for media, such as outside broadcasting vans, cable runs, and camera positions, please consult your Event Manager at least two weeks in advance.

## 4.11 BUSINESS CENTRE SERVICES

The BMO Centre's business centre, located at the entrance to the Palomino Room, is open during events on request. Business centre services include photocopying, faxing, and scanning.

Please discuss your needs with your Event Manager.

## 4.12 CABLE ROUTING

All electrical, data, and audio-visual cables must be properly secured and matted to conform to electrical safety standards and are subject to inspection at any time. Cables must be run over doorways wherever valances are available. Cables may not be routed on the floor across food and beverage service pathways unless approved in writing, which will be identified by the BMO Centre on approved floor plans. Suppliers will install their own cable management, which will be inspected by the venue prior to the event start.

## 4.13 CAD DRAWINGS

Computer-aided design (CAD) drawings of the venue spaces are available on request from your Event Manager or Sales Manager.

## 4.14 CANCELLATION

Please refer to your **License Agreement** for cancellation details. Ask your Sales Manager if you have questions or require clarification.

## 4.15 CLEANING AND DISINFECTING



The BMO Centre is Global Biorisk Advisory Council (GBAC) STAR™ accredited, the cleaning industry's only outbreak prevention, response and recovery accreditation for facilities. By achieving this accreditation, The Calgary Stampede has joined an exclusive group of leaders in the industry. This accreditation program verifies we have implemented the best practices to prepare for, respond to, and recover from outbreaks and pandemics, such as COVID-19.

Achieving GBAC accreditation is a key part of our commitment to the safety and comfort of our Event Organizers and Guests. We have implemented the most stringent protocols for cleaning, disinfection, and infectious disease prevention on Stampede Park, with the following protocol:

- Clean and disinfect all high-touch points throughout the venue at regular intervals. Touch points include handrails, countertops, tables, chairs, faucet handles, doorknobs, light switches, toilets, and elevator buttons.
- Use a one-step treatment as required, in which an electrostatic disinfectant system completely covers the front, back and sides of surfaces.
- Maintain a supply of hospital-grade disinfectant wipes that eradicate viruses in only one minute to assist with disinfecting surfaces and equipment.

## 4.16 EVENT ORGANIZER SURVEY

To assist us in improving our products and services, it is important to us that Event Organizers have an opportunity to share feedback so that we may better understand what is important to you, as a customer. After your event, you will receive a link to a short survey from Sentsis. The information you provide is much appreciated and will assist us in identifying areas where we do well, and more importantly, where we can improve.

## 4.17 COMMON AREAS

The common areas, also known as the pre-function spaces of the facility, are open spaces and may be shared by multiple events at the same time, as well as the public. Event Organizers who are planning to offer sponsorship, advertising or commercial revenue generating opportunities within these spaces require approval of all signage and creative artwork.

## 4.18 CONTRACTORS

All event contractors and workers must be dressed in a professional manner at all times while working at Stampede Park. All contracted personnel should have proper identification, a corporate uniform, and appropriate safety equipment (i.e., steel-toed footwear, helmet, high visibility vest, etc.) must be worn at all times while working onsite.

Upon arrival, contractors are required to check in at the BMO Centre Dispatch, located next to overhead door #1 at the back of the building.

Contractors are required to complete all safety protocols and must comply with all applicable Calgary Stampede policies, procedures, and Occupational Health and Safety regulations (this includes but is not limited to Work Safe and Workers Compensation Board of Alberta (WCB)).

Unruly or unacceptable behaviour and violent acts are strictly prohibited. Those acting without due care for others or not following directions from Security or Safety personnel may be evicted from the site.

## 4.19 COOKING EQUIPMENT

All cooking equipment must be operated according to the manufacturers' recommendations and operating instructions. Equipment recommended for outdoor use must not be used indoors. Equipment that is not rated for commercial use will not be permitted in the venue.

## 4.20 COOKING (INDOOR AND OUTDOOR)

The BMO Centre requires advance written approval if you plan to cook or prepare food in a stand or booth, or as part of a demonstration for your event. Please complete and return the cooking permit form for review by the Public Safety department. Certain types of cooking are not permitted indoors.

Calgary Fire Department indoor special event requirements must be followed at all times. Those requirements can be found [here](#).

Outdoor cooking must follow the guidelines of the Calgary Fire Department [Outdoor Special Event Fire Code Requirements](#).

## 4.21 DAMAGES

Organizers are expected to leave their rented spaces in the same condition and state of repair as received. Any damages caused by the Licensee, its Exhibitors, Contractors, Subcontractors, Employees, Agents, Representatives, Patrons, and/or Guests are the responsibility of the Licensee. The Licensee will be held accountable for costs associated with repairing such damages. Damages will be assessed during the pre- and post-event venue walkthroughs. A security deposit for damages may be applied to your event based on the level of risk identified.

## 4.22 DANGEROUS ACTIVITIES

Potentially dangerous activities, such as machines on stands, arms demonstrations, or activities involving fire, require a letter of permission from the BMO Centre. Please provide your Event Manager with the details, including documented compliance with safety and fire regulations and a risk assessment. Refer also to the section in this guide, [Health, Safety and Legislation](#).

## 4.23 DELIVERIES AND FREIGHT

### 4.23.1 Incoming Shipments

Please advise your Event Manager of any materials being shipped to the venue for your event, as well as any anticipated return shipments post event.

Items will be placed in the event room on the requested date within your contracted times. Incoming shipments are accepted up to one business day prior to the event move-in day. For example, packages are accepted Friday for events taking place the following Monday, provided Monday is not a holiday. Alternate arrangements may be made through the Event Manager, if necessary, pending space availability. Advance shipping requirements should be facilitated by the show services and transportation company.

All shipments should be labelled with your event name, date(s), and venue name, and addressed to:

BMO Centre  
1912 Flores LaDue Parade SE  
Calgary, AB, T2G 2W1

If sending more than 10 packages at once, please wrap them together on a skid to ensure that no packages are misplaced during transit or delivery. Packages are counted to verify the number, discrepancies and/or damages are recorded.

Cash on delivery (COD) shipments are not accepted or paid for by the venue.

### 4.23.2 Outgoing Deliveries

All outgoing shipments must have waybills that are properly sealed and labelled by the Event Organizer. Unboxed shipments will not be accepted by any domestic courier in Canada. Please contact your courier directly to arrange for pick up.

### 4.23.3 Items Left Behind

Materials must be removed from the venue upon completion of move-out. The venue is unable to store unclaimed materials and will either forward freight or dispose of such items at its sole discretion.

Ensure that your event's materials handling and customs/brokerage is facilitated by your General Services Contractor.

## 4.24 DOOR HEIGHTS AND OPERABLE WALL MEASUREMENTS

See [Loading facilities and loading docks](#) in this guide.

## 4.25 DRONES AND UNMANNED AERIAL VEHICLES (UAV)

Drones and UAV are considered to be aircraft and therefore fall under the jurisdiction of Transport Canada and City of Calgary bylaws. If you are planning any drone and/or UAV activity, you must:

- advise the venue in advance through your Event Manager
- obtain a letter of permission from the BMO Centre
- comply with all Transport Canada regulations
- provide details by filling out the drone and UAV safety checklist
- abide by the [City of Calgary Drones bylaws](#)

**Note:** There may be circumstances where the drone pilot will be required to liaise directly with a representative from the Calgary Stampede Public Safety Department. Ask your Event Manager for contact information.

## 4.26 DRUGS AND ALCOHOL

Possession, distribution, and/or use of any illegal drug or alcohol by contractors, workers, or personnel undertaking work within the venue is strictly prohibited, against the law, and will be dealt with promptly by reporting the incident to the Calgary Police Service.

Some prescribed or over-the-counter medications may affect the ability to work safely. Advice on side effects should be sought from the prescribing doctor or pharmacist before undertaking any task at the BMO Centre at Stampede Park.

Those considered to be under the influence of alcohol, prescription medication, drugs, or other substances that, in the opinion of the BMO Centre, constitute a danger to themselves or others, will be required to leave the venue.

### 4.26.1 Alcohol

The BMO Centre is a licensed premise and all alcohol must be provided by the BMO Centre. No third party may bring alcohol into the venue without the express written permission of the BMO Centre management.

For more detailed information, refer to the section [Beverage service](#).

### 4.26.2 Cannabis Use

Stampede Park is on private property and does not permit cannabis, medical or recreational, to be consumed at any time on its property. Those consuming cannabis on Stampede Park will be requested to cease the activity, and if the individual does not comply, we have the right to request that they leave the property.

### 4.26.3 Cannabis at Events

Only cannabis-related events allow a cannabis producer or distributor to activate a space during an event that includes promotion or marketing of cannabis. You may be required to submit a request to the Alberta Gaming Liquor Cannabis agency (AGLC) to apply for an endorsement prohibiting minors at all times during your event. For more information, please refer to the cannabis consumption standard operating procedure, or contact your Event Manager for additional information and guidance.



## 4.27 ELECTRICAL SERVICES

The BMO Centre is the exclusive provider for electricity, offering a full range of electrical services up to 400 amp at 120, 208, or 600 V, in single or three phase distribution. Services over 400 amp are available by quotation. For details on electrical services or to request a quote, please see our Exhibitor services electrical order form or speak with your Event Manager.

The venue does not permit the reselling of these exclusive services or permit others to act as our agent for these services.

All electrical connections, installations, motor connections, or any electrical operating equipment must conform to all Canadian Standards Association (CSA) requirements and the Canadian Electrical Code or UL requirements. Be advised that camlock electrical disconnections may only be performed by venue electricians. Live cables or wires left unattended compromise the safety of the BMO Centre employees and Guests. Unauthorized electrical disconnections will result in a \$1,500 fine and/or an investigation from Alberta OHS.

## 4.28 ELECTRIC CHARGING OF BICYCLES, VEHICLES, AND EQUIPMENT

Charging of electric vehicles or equipment must be performed only while a booth and/or display is occupied. No charging vehicles or equipment may be left unattended. Overnight charging is forbidden unless specific safety measures are in place and approved in advance by the Calgary Stampede and the Calgary Fire Department.

## 4.29 ESCALATORS AND ELEVATORS

Public passenger elevators are available for the use of Guests, strollers, and wheelchairs. For the transport of freight, equipment, and/or large items, refer to [Freight and service elevators](#) in this guide.

Escalator access and direction may be redirected to accommodate event needs in some locations. Escalators may be turned off during move-in and move-out periods to ensure the safety of all patrons.

## 4.30 ESTIMATED EVENT COSTS

An estimate of all services and related charges associated with your event, including security deposit, will be provided to you pre-event and is due in full a minimum of two weeks prior to the event's move-in date. We accept cash, bank draft, and electronic funds transfer. A credit card payment will be accepted to a maximum of \$5,000 per event.

If you require services that are yet to be defined, your event estimate will be based on a similar event or prior years' experience.

## 4.31 EVENT OFFICE OR SHOW OFFICE

The following halls include complimentary show offices: Hall A2, D, E, and F. If the Organizer requires show offices for other event spaces or additional show offices, please contact your dedicated Sales Manager or Event Manager for pricing.

## 4.32 EVENT SPACES

In addition to the BMO Centre, below is a list of rentable event spaces/venues on Stampede Park.

### 4.32.1 The Big Four Roadhouse

The Big Four Roadhouse is located on the upper-level of the venue spanning two halls, and is a live entertainment venue that includes a built-in stage, bars, food outlets, in-house sound, and lighting systems.

### 4.32.2 Bar Nineteen Twelve

Tucked inside The Big Four Roadhouse, Bar Nineteen Twelve is a charming and unique venue where upscale western décor meets mid-century modern. From the rich plush furniture to the intimate atmosphere, this space is perfect for hosting receptions, dinners, weddings, and other social or corporate events. The second level overlooks Hall B (stage-side) of The Big Four Roadhouse which allows for a great view of any performances taking place in the venue.

### 4.32.3 GMC Stadium

GMC Stadium is one of the most iconic and recognizable venues on Stampede Park. This multi-faceted outdoor stadium venue hosts an explosive crowd of rodeo and chuckwagon fans over the 10 days of Stampede and also holds numerous fan-favourite events year-round.

### 4.32.4 Nutrien Western Event Centre

Nutrien Western Event Centre is the heart and home of year-round western events and agricultural education on Stampede Park. This state-of-the-art facility was designed for national and international western competitions, rodeos, agricultural exhibitions and trade shows, as well as a centre for agriculture and industry education.

### 4.32.5 Rotary House

Rotary House is a historic log cabin that features a beautiful outdoor setting on Stampede Park with a uniquely rustic western feel.

### 4.32.6 ENMAX Park

ENMAX Park is available year-round as a gathering place for the community and is located on the east end of Stampede Park. ENMAX Park features 16 acres of green space and the 650 m long Cenovus Legacy Trail.

## 4.33 EVENT SYNOPSIS AND DISCLOSURE

Leading up to your event, your Sales and Event Managers will work with you to gather pertinent information, including goals and objectives of the event, lessons learned from previous events, as well as other important information to be included in the Event Synopsis. This document will be used to educate our teams on the anticipated needs, expectations, goals, and trends related to your event. We ask that you sign it to ensure event requirements are mutually understood.

## 4.34 EXHIBITOR SERVICES

The BMO Centre is proud to provide a team dedicated to the experience of Exhibitors. The Exhibitor Concierge team ensures that Exhibitors have a seamless experience by assisting with the Exhibitor journey from the pre-planning process through to the move-out.

The team answers questions about what services are required, greets and directs Exhibitors upon arrival, provides quality assurance to ensure all services are received, troubleshoots, offers booth enhancements, such as meals delivered to Exhibitors in their booths, and ensures that Exhibitors have everything they need for move-out. The goal is to ensure that Exhibitors have a reliable point of contact and a great experience at the BMO Centre.

For all events with an exhibition component, we request that you provide a list of all Exhibitors and a copy of the Exhibitors Details a minimum of one month before the event move-in date.

Exhibitors may order services in advance for their event, including food & beverage, catering equipment rentals, internet and telecommunications, water and waste facilities, banner hanging, electrical service, and audio-visual.

Please reach out to our Exhibitor services team at [Exhibitorservices@calgarystampede.com](mailto:Exhibitorservices@calgarystampede.com) or 1.403.261.0377 to find out more about how we work with your Exhibitors.

Given the technical requirements of rigging needs, truss, and staging, Exhibitors will need to contact Encore directly at [calgarystampede-ca@encoreglobal.com](mailto:calgarystampede-ca@encoreglobal.com) or 1.800.868.6886.

Your Event Manager will provide you a link to the Exhibitor Services online portal, where exhibitors can place their orders online. Please share this link with your exhibitors. Exhibitors should be made aware of the opportunity for significant cost savings for advance orders made at least two weeks before move-in.

The Exhibitor Service Desk will be located on the show floor during move-in hours, available to assist Exhibitors with last-minute orders.

## 4.35 EXHIBITS

All exhibit floor plans require advance written approval by the BMO Centre. Floor plans may also be subject to Calgary Fire Department approval. Should the Calgary Fire Department deem it necessary to perform a walkthrough of an event, the Event Organizer is responsible for the associated cost.

Doors, fire cabinets, fire extinguishers, fire ladders, pull stations, and house lighting controls must not be covered or obstructed in any way.

Emergency exiting requirements and approved occupancy capacities must be adhered to.

The Calgary Fire Department has restrictions that must be adhered to for decorative material, combustible material, tents, canopies, and/or other structures. For example, no painting is allowed. Please refer to the [Calgary Fire Department indoor special event requirements guide](#) for detailed information.

Exhibitors are requested to bring their own tools, ladders, brooms, carts, and other items required to build their exhibit. The BMO Centre does not provide these items.

Any exhibit construction that requires the use of power tools must have the appropriate dust extraction equipment. All construction waste, including but not limited to, drywall, concrete, wood, grout, molding, flooring, rocks, and so on, must be removed by the Exhibitor. Failing to do so will result in additional charges.

All onsite work must comply with [Alberta Occupational Health and Safety](#) and Centre safety practices. Personal protective equipment (PPE) is the responsibility of each worker.

Please contact your designated General Services Contractor to arrange for furniture and equipment for, and cleaning of, exhibit booth use. The venue does not provide these services.

## 4.36 FEDERAL AND PROVINCIAL TAXES

A Goods and Service Tax (GST) of 5 percent will be added, where applicable. There is no Provincial Sales Tax (PST) levied by the province of Alberta.

## 4.37 FORKLIFT OPERATORS

The BMO Centre offers forklift and manlift services, including equipment and operators, available through your Event Manager or Exhibitor services order form. Only Centre-certified operators may operate forklifts and manlifts. Show services, transportation companies and third-party contractors that provide their own equipment and operators are subject to the Occupational Health and Safety law as detailed in the [Forklift Health & Safety Best Practices Guideline](#). Forklift equipment or operators booked more than two weeks prior to move-in will receive advance pricing.

The BMO Centre forklifts are limited to 4,000 lb. capacity and are equipped with standard forks, 48 in. long. Additional charges may apply for requirements outside the above parameters.

The BMO Centre reserves the right to refuse forklift service for applications it deems to be unsafe.

## 4.38 FREIGHT AND SERVICE ELEVATORS

Service elevators or freight elevators are used for moving freight and equipment. For the safety of individuals, service elevators are not intended for public or passenger use. Freight elevators must be operated by Calgary Stampede personnel. Charges may apply.

Maximum loading capacities must be observed when using these elevators.

Safeguard loads to ensure there will be no damage to the elevator door, walls, or control panels.

## 4.39 HELICOPTERS

A letter of permission is required from the Calgary Stampede to land helicopters in a designated landing zone. The BMO Centre will assist with evaluating a suitable landing zone, ground support to ensure that the landing and take-off zone is secure and safe for helicopter operations. Chargeable services may include debris clean up in preparation of landing area, and security and other personnel. Rental of parking lot space may be required to create a suitable landing zone.

The BMO Centre will develop a Safety Plan tailored to the nature of the mission and its requirements. The Safety Plan addresses the following risk points:

- landing and take-off
- Aircraft ground movement planning (if required)
- fuel requirements
- precautions for indoor/outdoor display
- fire, explosion, and spill response Emergency Response Plan (ERP)

For further information, please speak with your Event Manager.

## 4.40 HOUSE SOUND AND LIGHTING

Energy efficient lighting is featured throughout the venue. Based on your function's requirements, you can adjust lighting levels in the meeting rooms and ballrooms from wall-mounted panels. If you have special lighting requests, such as pin-spotting or wall wash, advance notice is required, and charges may apply.

An enhanced LED lighting system has been installed in Centre Halls A1, A2, D, E, and F, which allows the lights to be controlled remotely by a designated Centre employee.

House sound audio services are provided exclusively by Encore. When Encore is the audio-visual provider for an event, meeting room house sound systems are provided for paging and background music at no charge. All exhibit halls and ballroom house sound systems are chargeable by room, per day. External tie-in to our house sound system is not permitted.

For detailed information including price quotes that reflect your specific event requirements, please speak to your Event Manager.

## 4.41 HOUSEKEEPING

Housekeeping services are provided exclusively by the BMO Centre. Basic housekeeping is included for conventions, meetings, trade shows, consumer shows, and food and beverage functions. Depending on the nature of these events, additional housekeeping costs may be incurred. The BMO Centre does not allow either the reselling of these exclusive services or others to act as our agent for these services.

Basic housekeeping services include:

- pre-cleans, nightly cleans, and post cleans
- move-in and move-out
- washroom maintenance
- waste removal from public waste receptacles

Chargeable housekeeping services include:

- additional and/or dedicated washroom attendants
- additional and/or dedicated housekeeping attendants
- special crews or equipment required to clean and move excessive debris

Aisle carpet vacuuming, booth vacuuming, and waste removal from exhibit booths can be facilitated by Global at an extra charge or arranged through your contracted General Services Contractor at an extra charge. For further information, contact your Event Manager.

Organizers and Exhibitors are required to remove all materials upon completion of the event. This includes, but is not limited to, all printed materials, equipment, furniture, carpet, leftover packaging, exhibit booths, pallets and skids, and construction waste. The BMO Centre cannot accept responsibility for items left beyond the licensed move-out time. Costs related to the disposal of abandoned materials and excess waste are chargeable to the event.

## 4.42 KEYS AND ACCESS CARDS

### 4.42.1 Access Cards

The BMO Centre, as well as other venues on Stampede Park are equipped with key fob access. All doors with key fob access can be locked or unlocked remotely or be scheduled for locking and unlocking at predetermined times.

Request access cards from your Event Manager for entry to designated spaces. Each access card is subject to a \$50 refundable deposit. Access cards must be returned to the Client Concierge at the close of the event or move-out.

### 4.42.2 Keys and Lock Changes

Some doors are only accessible with traditional brass keys. Should you require key access or should your event's security requirements necessitate a lock change, doors may be temporarily re-keyed at a charge of \$100 per lock.

If required, a limited number of keys will be assigned for your use and the BMO Centre will maintain an emergency access key. Under no circumstances are keys to be duplicated or removed from Stampede Park.

Due to the costs of replacing a lock system compromised by a lost key, a \$1,000 charge will be applied to your final invoice if all keys are not returned to the Client Concierge immediately after the event.

## 4.43 LABOUR SERVICES

We offer a wide range of personnel services to Event Organizers, including in-house trades, sign shop services, food and beverage services, lift operators, and more.

Please speak with your Event Manager about all labour requirements and current rates. Labour requirements and event personnel should be determined a minimum of two weeks prior to the event date.

Labour cancellations must be made at least 48 hours prior to the start time of the requested shift, not including weekends or holidays. Otherwise, a minimum charge of four hours per employee will be incurred. Cancellations during shifts will result in charges for the balance of each shift.

Additions to personnel made fewer than 48 business hours prior to a shift will incur additional labour charges. Overtime or statutory holiday rates may apply. Labour is subject to overtime rates as outlined below:

- One and a half times the booked rate after 8 consecutive hours
- Two times the booked rate after 12 consecutive hours
- Two times the booked rate for Canadian statutory holidays

## 4.44 LASERS

Laser light equipment or medical lasers for display purposes may be used only in compliance with Health Canada safe laser use guidance and according to any manufacturer's specifications.

- Laser pointers may be used by presenters but should not be pointed at the audience at any time.
- Laser tools, such as levels and distance measures, may be used with proper safety precautions.
- Lasers used for cosmetic medical procedures must follow manufacturers safety procedures. Precautions must be in place to protect patrons in the area. Refer to [4.53 Medical Displays and Personal Services Demonstrations](#) on page 41 of this document for more information.
- Industrial lasers for cutting or engraving are not permitted during events, except with prior written approval by the Centre's Public

- Safety Manager and presentation of a comprehensive safety plan.
- Lasers used as lighting effects during concerts or events must be set up and operated only by trained personnel.

## 4.45 LICENSES, PERMITS AND COPYRIGHTS

The Organizer is responsible to ensure compliance with all applicable legislation, by-laws, and regulations, including but not limited to:

- Alberta Fire Code
- Electrical Protection Act
- Gas Protection Act
- Occupational Health and Safety Act
- Alberta Liquor Control Act
- Calgary Health Services - Food Establishment Policy and regulations made thereunder while occupying the Premises

The Organizer is responsible to obtain and pay for all licenses, permits, and approvals from the appropriate regulatory boards and authorities that may be required for staging the event, including but not limited to, business licenses, special event permits, building permits, and health and safety approvals. Some exceptions may apply.

## 4.46 LIQUID PROPANE GAS APPLICATIONS

Liquid propane gas (LPG) is not available for purchase through the BMO Centre.

All Organizers and Exhibitors are required to comply with Alberta Occupational Health and Safety practices for the handling and storage of flammable materials at the work site and the BMO Centre safety practices, as follows:

- Propane must be securely stored outdoors, with no more than a 5 lb. can at any given Exhibitor booth and/or display.
- LPG/LNG (for example, propane) fueled vehicles are not permitted indoors unless tanks are purged. That includes propane tanks used for cooking. Ensure that purging certificates are readily available.

Please refer to the section [Hazardous materials and controlled products](#).

## 4.47 LOADING FACILITIES AND LOADING DOCKS

Loading facilities will be designated and assigned to your event for temporary unloading or loading use. Prior to your event's move-in, please contact your Event Manager for loading dock restrictions and to ensure you understand the venue access points and height and width restrictions.

The entry of your vehicles and/or equipment must be uninhibited, and the integrity of the venue protected. Specific dimensions of loading docks and interior and exterior drive-through doors are outlined next, in the section [Loading dock dimensions table](#).

### 4.47.1 Accessing the Loading Docks

Event Organizers and Exhibitors must pre-register and book the unloading and loading times online to receive the pass required to enter.

To access the loading facilities at BMO Centre, enter Stampede Park from the north at the corner of 12 Ave. and Stampede Trail SE, and then turn west (right) onto 13 Ave. and into the loading area. See the orange area on the [map](#) in this guide. The loading dock apron consists of loading docks and drive-through overhead doors that access the BMO Centre.

Vehicles that do not require a dock but need unloading must use assigned locations. See the section about [Logistics Management](#) for more detail. While onsite, follow the instructions of parking attendants.

Parking and freight storage are prohibited on the loading dock apron and truck route. Deliveries, unloading, and loading are not permitted at public venue entrances or via public elevators and escalators.

Personal vehicles are not permitted on the show floor.

For information on marshalling services, see the section [Parking](#).

## 4.48 LOCKS AND DANGER TAGS

As required by the [Occupational Health and Safety Code](#):

- Energized equipment must be locked out while being serviced.
- Equipment and tools that are unsafe or in need of repair must be tagged Out of Service.

These guidelines apply to the Event Organizer's machinery and/or equipment that may be used for load in/out, site build, or event display. The Event Organizer is responsible for providing their own tags and must follow all industry standards for lockout/tagout.

## 4.49 LOGISTICS MANAGEMENT SYSTEM BY VOYAGE CONTROL™

The BMO Centre is committed to providing a seamless experience for vehicles and freight accessing our venue. Using the Logistics Management System by Voyage Control™ (LMS), Event Organizers, Suppliers, and Exhibitors can reserve convenient time slots to use the loading dock apron for move-in and move-out. This streamlined system can reduce the need to rent off-site vehicle marshalling yards, spare Exhibitors time waiting in line, and also reduce the carbon footprint by eliminating vehicle-idling time. See the [Voyage Control help guide](#) for additional information.

All events at the BMO Centre use LMS to manage the loading dock apron access during move-in and move-out. The BMO Centre team will work with the Event Organizer to ensure the system will be effective and beneficial for their event.

For more information on LMS, please contact your Event Manager.

## 4.50 LOTTERIES AND GAMES OF CHANCE

A permit is required to conduct free-entry trade promotion lotteries and games of chance. For more information, please visit the [Alberta Gaming, Liquor and Cannabis website](#).



## 4.51 MACHINERY WITHIN EXHIBITS

To help minimize risks of accident or injury, the following procedures apply to machinery in exhibits:

- Use a barrier to separate machinery in an exhibit a safe distance from the general public.
- Children may not be present.
- Machinery in exhibits must not be gas powered.
- Heavy equipment and machinery must meet published floor capacity ratings, which you can find in the [Venue Specifications](#) section.

For more information, refer to [Alberta Occupational Health & Safety Code](#).

## 4.52 MATERIALS

Materials used for booths, drapes, displays, temporary structures, signage, theming, and décor must be non-flammable or flame retardant as defined in the [CFD Indoor Special Event Requirements](#).

Any decorative material may be subject to testing. Plastic cloth and certain other plastic materials are prohibited because they cannot be rendered flame retardant. Any materials in violation must be immediately removed from the venue.

Responsibility for removing all event materials post-event is the Organizer's. The BMO Centre will not store unclaimed materials and will forward freight or dispose of such items at its sole discretion, charges may apply.

## 4.53 MEDICAL DISPLAYS AND PERSONAL SERVICES DEMONSTRATIONS

Temporary Personal Services demonstrations require advance Alberta Health Services written approval and onsite inspection. Refer to [Alberta Health Services](#) for the required forms.

## 4.54 MOVE-IN AND MOVE-OUT

The Organizer is responsible for planning and communicating the move-in and move-out plans and guidelines with the BMO Centre and Exhibitors. Standard guidelines for move-in and move-out include:

- All plans must be reviewed and approved in advance by the BMO Centre including timing, quantities, and types of vehicles, and staging and/or holding lot requirements.
- Centre personnel will exclusively operate overhead doors and control traffic.
- Freight must be moved in and out through designated loading areas only. Do not use Guest entrances.
- Personal vehicles must not be driven into the venue.
- Vehicles must depart immediately following loading or unloading. Parking in the loading dock apron is not permitted. Refer to the section [Exhibitor Parking](#).
- Materials handling arrangements should be made through your General Services Contractor.
- Children younger than 15 are not permitted onsite during move-in and move-out, with the exception of a child in an enclosed vehicle that is under the direct supervision of the parent or guardian.
- Alcohol consumption is not permitted during the setup, move-in or move-out times. Alcohol service in an exhibit space will conclude at least one hour prior to a scheduled move-out.

Materials must be removed from the venue upon completion of move-out. The BMO Centre will not store unclaimed materials and will forward freight or dispose of such items at its sole discretion. Refer to the section [Items left behind](#).

## 4.55 MUSIC LICENSING

The use of live and/or recorded music at events requires a license and is subject to mandatory Entandem fees. The BMO Centre collects on behalf of Entandem for Re: Sound and SOCAN, who in turn distribute the fees to songwriters, composers, creators, record companies, music publishers, and performing artists to ensure compensation for the use of their music. Your Event Manager will provide the specific fee structure that applies to your event.

## 4.56 NOISE

It is the responsibility of the Organizer to ensure that all neighbouring events within the venue will remain free from outdoor or indoor distractions, disturbances, and interruptions, including noise, odours, dust, and debris, that interferes with concurring events.

Sound checks, fireworks, or other scheduled activities that produce noise disturbance require prior written approval from the BMO Centre, and the BMO Centre reserves the right to lower sound levels that are affecting neighbouring events.

Events that include an outdoor component must comply with the City of Calgary [noise bylaw](#).

## 4.57 NUDITY

Events with nudity or partial nudity are required to follow all legislations. When nudity is considered entertainment, you are required to consult with Alberta Gaming Liquor and Cannabis (AGLC).

## 4.58 NURSING ROOM

A dedicated nursing room is located on level one of the BMO Centre and comes equipped with essential amenities where guests can care for their little one with convenience and privacy.

## 4.59 ONSITE ORDERS

Additional goods or services required during an event require proper authorization prior to delivery. Members of the organizing team identified as having signing authority will be able to authorize onsite additions, and a signature will be required. Any onsite additions are subject to availability and late order fees. For assistance, please consult your dedicated Client Concierge.

## 4.60 PAINTING

Major painting of displays and exhibition materials is not permitted. However, touch-up painting of displays and exhibition materials is permitted, provided such work is undertaken during the build-up period only, and all safety precautions and protective surface coverings are put in place.

Precautions include:

- Painting in a properly ventilated area.
- Use of non-toxic paints.
- Covering the floor with plastic overlay or drop sheets.
- No painting near walls and columns.

The use of spray paint is strictly prohibited. Painting is not permitted on any carpeted area unless proper protection has been provided and permissions granted by the BMO Centre.

Disposing of any paint, thinners, or other potentially hazardous substances in the drainage system is not permitted. Use water-based paint wherever possible.

## 4.61 PARKING

Parking at Stampede Park is managed and enforced by Calgary Parking. When visitors park at Stampede Park, they will be responsible for registering their license plate at a ParkPlus pay machine or paying through the ParkPlus app.

Parking machines accept credit and debit, with a limited number of pay machines also accepting coin payment. If paying through the ParkPlus app, debit or credit is accepted.

Failure to pay for parking will result in a parking violation issued by Calgary Parking. It is the visitor's responsibility to pay the violation. Ground level paid outdoor parking is available during the move-in, event, and move-out for Guests, Event Organizers, and Exhibitors.

Our parking stall inventory includes:

- Over 3500 ground level public parking stalls
- 90 accessible parking stalls
- 196 recreational vehicle stalls with electrical hookup
- 300 stalls in the marshalling yard

### 4.61.1 RV Parking and Marshalling Yard Services

RV parking and marshalling yard services are based on event needs, city permitting, event spend, availability and negotiated rates.

### 4.61.2 Access to Parking Lots at Stampede Park

There are three main entry locations that access parking areas:

- South entry, 25 Avenue and 4 Street S.E. ([link to map](#))
- North entry, 12 Ave. and 3 St. S.E. ([link to map](#))
- North entry, Stampede Trail and 14 Ave. S.E. ([link to map](#))
- West entry, 17th Ave SE and Flores LaDue Parade S.E. ([link to map](#))

### 4.61.3 Rental of Parking Lots

Parking lots are available for rental, based on event needs. Contact your Sales Manager to arrange.

### 4.61.4 Overnight Parking

Overnight parking on Stampede Park is allowed in the case of emergencies.

### 4.61.5 Exhibit Check-In Entrance

Exhibitors booked at the BMO Centre are asked to check in through the Stampede Employee and Exhibitor Entrance located in the loading dock apron on the east side of the BMO Centre, between overhead doors 20 and 21. Access to this location is at the corner of Stampede Trail and 13 Avenue S.E.

### 4.61.6 Bus and Coach Parking

There are several options for bus and coach drop off and parking. Please speak to your Event Manager to determine the best location for your event.

### 4.61.7 Parking Services

All parking lots are well lit and monitored 24 hours a day, seven days a week by Stampede Dispatch. During major events, lots and roadways are supported by Parking Attendants and monitored by Parking Supervisors and a Controller, who is located at an aerial vantage point. The BMO Centre is not responsible for lost, stolen or damaged property.

### 4.61.8 Parking Attendants

Parking attendants are provided for events with large public parking requirements. They will control traffic flow and guide Guests to the

closest stalls to maximize parking efficiency.

For events requiring unique traffic or crowd control in parking lots, such as races and outdoor festivals, parking attendants may be hired at current labour rates.

#### 4.61.9 Trolley (Shuttle) Services

We offer trolleys services for hire to transport Guests from their parking location to the event venue, and to-and-from locations off Stampede Park. Availability of the service is subject to a three-hour minimum and is based on event needs, parking demand, and inclement weather.

For further information, contact your Event Manager.

#### 4.61.10 Parking Fence Rental

Rentable parking fences are available to create secured areas and assist with event-specific traffic control and crowd management, either indoors or outdoors.

## 4.62 PHOTOGRAPHY, FILMING AND USAGE RIGHTS

Submit a request to photograph and film during an event held at Stampede Park. The request must be reviewed and approved by your Sales Manager or Event Manager. This includes photography and filming around the exterior of the venues on Stampede Park.

The BMO Centre may photograph and/or film events for its own records, publicity, and promotion purposes upon agreement.

All photos and video footage captured during an event held at Stampede Park may be used only for the original intent, as approved by your Sales Manager or Event Manager. These assets may not be used in relation to any additional production or reproduction by a third party. The BMO Centre reserves the right to review and approve the appropriate use of these assets and the overall representation of its name and likeness. On request, the BMO Centre may obtain the assets for its own purposes.

All drones used on Stampede Park, regardless of size, will require a [Special Flight Operations Certificate \(SFOC\) from Transport Canada](#) and will be required to request the flight plan and SFOC. All drone flight requests must be submitted to your Sales or Event Manager in advance for review and approval by our Manager, Public Safety along with the required paperwork before they are permitted for operation on Stampede Park.

The BMO Centre has strict controls in place for the use of catwalks. Please contact your Event Manager to request access and review safety guidelines.

## 4.63 PLUMBING, NATURAL GAS, WATER, WASTE, AND COMPRESSED AIR ACCESS

Plumbing and natural gas services are provided exclusively by the BMO Centre. The BMO Centre does not allow the reselling of these exclusive services, or others to act as our agent for these services.

Gas, water, and floor drains are available in certain locations in the exhibit halls. Plumbed-in sinks may be installed in these specific locations. Plumbed in services are not available in any ballroom, meeting room, or pre-function space. If wash stations are required in any of these spaces, portable self-contained sinks may be provided.

Drains are exclusively provided for the drainage of grey water. Please be aware that the BMO Centre adheres to a strict policy regarding the use of soaps or detergents. [City of Calgary Bylaw](#) provides the full list of prohibited materials that cannot enter a storm drainage system. It is prohibited to use drains for the disposal of grease, solids, solvents, hazardous materials, or organic materials of any kind.

Organic waste containers are available for collection of organic materials, including fruit, vegetable, and animal matter.

Fats, oils, and greases must be separately contained and removed for proper disposal.

Chemicals such as strong solutions, paints, and varnishes must be removed from the site after use. Grey water cannot be dumped into parking lot drains due to direct access into the river system.

Natural gas connections require a permit and minimum 72 hours notice prior to the event move-in. In order for the BMO Centre to obtain the permit, a floor plan is required that includes the type of gas appliance(s), location of appliance(s), and BTUs of appliance(s) being connected to natural gas.

Propane gas and compressed air are not available through the BMO Centre.

## 4.64 POOLS, PONDS, AND WATER FEATURES

To ensure the safety and well-being of visitors when an exhibit space includes a pool, spa, or water feature, at least one designated and qualified person must be present in the exhibit space at all times the public is in the venue. The designated person must be trained and competent in first aid and resuscitation techniques.

The entire weight of the water feature must conform to the venue's floor load guidelines, available in the [Venue Specifications](#) section.

Information on our plumbing and water services can be found in the section [Plumbing, natural gas, water & compressed air access](#).

## 4.65 POWER TOOLS AND MACHINERY

To help minimize risks of accident or injury, the following procedures apply, as defined in the [Occupational Health and Safety Code](#):

- Manufacturers' instructions must be followed by the operator(s) of the power tools.
- All demonstrations must be supervised by trained personnel.

In addition, procedures and approval from the Calgary Fire Department may also need to be considered.

## 4.66 PRODUCT SALES

Sales of event-related products are permitted within rented event space. Sales are excluded from all common areas.

Please keep in mind that our Food & Beverage department is the exclusive supplier for food and beverage services. Refer to the [FOOD & BEVERAGE](#) section.

The BMO Centre reserves the right to refuse the sale of a product deemed inappropriate or unsafe.

It is the responsibility of the Organizer to obtain and pay for all licenses and permits required for the sale of their product. For specific regulations, please contact the [City of Calgary](#).

## 4.67 PROTECTING CARPETS

All carpeted spaces throughout the venue must be protected from freight or vehicle movement. Forklifts and electric pallet jacks are not permitted on any carpeted surface without approved protection.

Acceptable double-sided carpet tapes are Scapa #174 or Shurtape DF #642 double-coated cloth tape. Charges will apply if damage is caused.

For more information related to vehicles on carpeted floors, refer to section [Vehicles for display](#).

## 4.68 PROTECTING FLOORS

Acceptable floor adhesives in the venue are either poly-coated cloth tape or gaffer's tape. Vinyl, duct, foam, and packing tapes are prohibited in the venue.

When taping anything to a non-carpeted floor, including the lobby, pre-function and delegate concourse floors, please use a protective layer of adhesive pre-mask tape (for example, TransfeRite<sup>®</sup>) between the floor and the adhesive.

To request approval for the use of alternative floor adhesives, please provide a sample at least two weeks in advance of your event move-in date for review.

All non-approved floor marking applications that are cleaned and removed by Centre cleaning personnel are billable costs to the event.

## 4.69 PROTECTING WALLS

Acceptable wall adhesives on approved wall surfaces in the venue are painter's tape, masking tape, Fun-Tak<sup>®</sup> and Scotch<sup>®</sup> removable wall mounting tabs.

Adhesion to glass walls, fabric walls, and interior wood walls is prohibited.

## 4.70 RADIO TRANSMISSION

The BMO Centre requests specific details, including frequency and signal power, for the use of any radio transmitting equipment for two-way speech communication, control systems, and audio transmitting equipment. A copy of the Transmitting Apparatus License issued by the Canadian Radio-television and Telecommunications Commission (CRTC) is also required in case of Federally licensed frequency use.

## 4.71 RISK MANAGEMENT

All employees and contractors working on behalf of the BMO Centre are subject to the Hazard Identification, Assessment, and Control (HIAC) process. For information about the HIAC process, refer to [Occupational Health and Safety](#).

Event Organizers are responsible for assessing the risks associated with their event and sharing that information and any safety plans with their assigned Event Manager.

## 4.72 ROOM SETUP

Contracted space includes one room setup per day. A room refers to a theatre, classroom, cocktail area, banquet room, or boardroom. If you require additional setups or room flips, please discuss with your Event Manager. Additional charges will apply.

Configuring air walls is complex and time consuming. Any proposed changes of this type should be planned in advance with your Event Manager, who will assist you in determining if changes are possible and what costs may be involved. Air walls are to be moved only by Centre authorized personnel.

## 4.73 SAND, SOIL, TIMBER, LIVE PLANTS, AND SIMILAR MATERIALS

Displays or exhibits with sand, soil, peat moss, bark chips or similar must be safeguarded against floor staining and other damage, which may include mechanical damage caused by handling equipment used in the placement or removal of these materials. Ensure measures are in place to prevent water leakage and slip and trip risks. Cleaning or repair costs are chargeable.

Live plants, trees, and cuttings must be fresh and watered regularly. Fresh cut trees must be tagged in accordance with [Calgary Fire Department regulations](#).

Timber used for fencing, construction, and other purposes in areas that are accessible to the public, must be finished in a manner that ensures it does not pose a danger of splinters. They must not be treated with any product that could stain clothing or cause skin irritations.

Timber that is chemically treated with a product that may emit odours or toxic vapours and could affect the health or comfort of Exhibitors, employees, or visitors, may not be used for display or construction at the BMO Centre. Timber treated with creosote or any product containing creosote is not permitted onsite at any time.

Please see the section [Sustainability](#), for information on recycling and removal.

## 4.74 SCAFFOLDING

When properly installed and maintained, scaffolding is an effective control measure for persons working at heights. All scaffolding is to comply with [Alberta Occupational Health & Safety Code](#) and only erected and dismantled by qualified personnel. All scaffolds must be colour-coded at each point of entry as per the Occupational Health and Safety Code.

Scaffolding requires an internal access ladder. It is important for each working platform to have full edge protection consisting of handrail, mid-rail and toe board, or a handrail and infill panel.

Ensure mobile scaffold wheel locks are engaged before any person works from the scaffold. Prior to removing the scaffold, persons working on the structure are to exit until it is secured again.

Reasonable measures must be taken to protect the structure from being contacted if it can possibly be damaged by powered mobile equipment or vehicles.

Engineering approval is required in instances when scaffolding is used in a non-traditional manner, for example, displays (including banners on scaffold), obstacle courses, outdoor speaker structures, and so on.

## 4.75 SHIPPING AND RECEIVING

Refer to section [Deliveries and Freight](#).

## 4.76 SIGNAGE

Organizers shall inform their assigned Event Manager of any temporary signage, its contents, location, and duration of use. The venue allocates digital signage space in consideration of other events and commitments. It reserves the right to remove signage deemed objectionable or not professionally presented. Removal costs apply. Please reach out to your dedicated Event Manager for assistance.

### 4.76.1 Signage in Public Spaces - BMO Centre

All non-digital directional and event signage in Public Spaces must fall into one of the following options: meeting room numbered inserts, meeting room numbered hanging banner attachments, black sign holders, or popup banners. This also applies to the posting of signs within the exhibit halls. Please note that we do not permit any taping, nailing, stapling, or tacking onto or into walls, bars, or any other permanent infrastructure. Should there be a requirement to place promotional signage in public areas, please direct these inquiries and any signage questions to your Event Manager.

Due to fire safety regulations easels are not allowed within public spaces.

Signs must be of professional quality. Handwritten signs are not permitted. Signage or decor may not at any time obstruct any fire suppression equipment or exit. Temporary event signage may not obstruct or cover any permanent signage located on Stampede Park without the written consent of the venue.

### 4.76.2 Static Signage

For all of our printed options please ask your Event Manager to receive our Static Signage Package and learn how we can support your event advertisement and sponsorship opportunities through our General Services Contractor.

### 4.76.3 The BMO Centre's 'Sign Shop'

The BMO Centre is proud to offer an in-house print shop for your event signage needs. For more information, for current pricing please request the sign and vinyl application price list or request a quote from your Event Manager.

### 4.76.4 Banner and Sign Hanging



Hanging banners and signs from the venue structure must be performed by authorized Centre personnel or approved Vendors. Please refer to section [Banner hanging](#).

### 4.76.5 Digital Signage

The BMO Centre has a variety of digital signage options available to Organizers to deliver event information to attendees or for Exhibitors to showcase and promote their presence and products at an event. For more information, please reach out to your Event Manager.

Stampede Park is proud to be a world-class gathering place, and we aim to ensure that all materials displayed on our digital signage reflect this standard. To maintain clarity and quality, content that may be unclear or difficult to read may not be approved for upload, at the discretion of the Calgary Stampede Marketing Team. For more information, please reach out to your Event Manager.

## 4.77 SIMULTANEOUS INTERPRETATION SERVICES

Simultaneous interpretation services are available through Encore, the Centre's preferred audio-visual service provider. For further information or to request a quote, contact your Event Manager.

## 4.78 SMOKING

In accordance with City of Calgary bylaws, all venues on Stampede Park are non-smoking facilities. Smoking in relation to the bylaw refers to cigarettes, electronic cigarettes, and vapourizers. Smoking is permitted only in designated outdoor areas.

For information about cannabis, refer to section [Drugs and Alcohol](#).

### 4.78.1 Ceremonies and Smudging

Smudging is a traditional healing ceremony in Indigenous cultures that involves the burning of sacred herbs, such as sage and sweetgrass.

Smudging ceremonies require an open flame permit from the Calgary Fire Department. Refer to the [Fire code](#) and [Special effects](#) sections. Please notify your Event Manager if a smudging ceremony is to be included in your event program.

## 4.79 STAGE AND PLATFORM HANDRAIL REQUIREMENTS

Staging and platform handrail services are exclusive services provided through Encore, the BMO Centre's exclusive provider of staging and rigging. Encore is also the preferred audio-visual service provider.

Handrails for ramps, stairs, or raised platforms have specific requirements at Stampede Park. The Centre works with the Safety Codes Council to ensure the applicable legislation is followed, as set out by the Alberta Fire Code and the Alberta Building Code.

In accordance with safety considerations and the applicable building code for the BMO Centre:

- handrails with a minimum height of 42 in. (1,070 mm) must be installed on temporary stages and platforms as follows:
  - For stage or platform heights of 16 in. (406 mm) or higher, handrails are required on the back edge of the stage.
  - For stage or platform heights of 24 in. (610 mm) or higher, handrails are required on the side and back edges of the stage, except where a staircase is in place.
- where an interior stair has more than two risers or where an interior ramp rises over 16 in. (406 mm), the sides of the stair or ramp and landing must be protected by a guard on each side that is not protected by a wall.
- open sides of all landing areas require a guard railing between 36 in. (920 mm) and 42 in. (1,070 mm) tall with vertical members no greater than four in. (100 mm) wide.

For further information or to request a quote, contact your Event Manager.

## 4.80 STORAGE

### 4.80.1 Freight and/or Equipment Storage

Storing freight and/or equipment is allowed in designated areas only and is subject to availability. Storage is permitted only with the prior written approval from the BMO Centre.

An email request must be received by your Event Manager at least five business days prior to event move-in.

### 4.80.2 Trailers and Other On-Park Dead Storage

Storing trailers and other on-park dead storage is allowed in designated areas only and is subject to availability. An email request must be received by your Event Manager at least five business days prior to event move-in.

### 4.80.3 Storage of Crates and Packing Material

The Event Organizer is responsible for pre-arranging storage for all crates and packing materials with your Event Manager.

### 4.80.4 Storage Outside the License Period

No forklifts, truck trailers, materials, and so on may be stored or left before or after the license period for any events without written authorization from the BMO Centre. Contractual addendum, insurance and rental fee may be required.

The BMO Centre is not responsible for any equipment left after the contracted move-out date. Refer also to the [Items Left Behind](#) section.

## 4.81 TELECOM, INTERNET AND BROADCAST TECHNOLOGY

The BMO Centre is the exclusive provider of telecommunications, Internet, Wi-Fi and Wi-Fi access points, and fixed digital signage.

Category 6 cabling and fibre connections are used for telecommunications, Internet, broadcast, and audio-visual services and are available in all venues, exhibit halls, ballrooms, meeting rooms, pre-function spaces, and outdoor locations.

Wireless Internet is readily available throughout the venue for a fee. There are free Wi-Fi zones in the BMO Concourse space. Third party Wi-Fi access points, routers, and switches are prohibited anywhere on Stampede Park.

For detailed information including price quotes reflecting your specific event requirements, please contact your Event Manager.

Technology features include:

- VoIP phone service
- High speed Internet access, from single browsing to flexible unlimited speed access, based on needs
- Wi-Fi available throughout Stampede Park
- Fully wired and wireless networking including fibre optic/Cat six and wireless service

## 4.82 TEMPERATURE CONTROL

The BMO Centre is committed to providing a comfortable and climate-controlled environment for Guests while they are attending events. The venue is also committed to conserving energy wherever possible. Our standard for venue ambient temperature controls is as follows:

Move-in/move-out: Temperature controls will be set to maximize energy efficiency. For example, in the winter, heat will be provided to a minimum level to prevent freezing of pipes, however with loading docks and overhead doors open, Exhibitors and Vendors should be prepared for cooler temperatures. In the summer, air conditioning will not be provided during move-in/move-out.

Prior to the start of your event, our HVAC system will begin to cool or heat your contracted meeting space to a comfortable and optimal room temperature. Your Event Manager can discuss the timing of these temperature changes prior to your event. For temperature adjustments during your event, our designated Client Concierge will be available.

## 4.83 TEMPORARY STRUCTURES: TENTS AND AIR-SUPPORTED STRUCTURES

The City of Calgary requires building permits for temporary tent and stage structures erected outdoors in public spaces. Please visit the City of Calgary page for further information on [rules and regulations for temporary structures](#).

It is the responsibility of the BMO Centre to obtain the permit(s) and the Event Organizer to pay for all permits required. The procedure includes submitting engineered drawings and fire certificate for approval to both the City of Calgary and the BMO Centre, a minimum of 30 days prior to your event.

Temporary indoor structures, including staging, tents, and multi-story booths, also require approval from the BMO Centre. Engineered plans for stages as described above and multi-story booths must be submitted at least 30 days prior to your event for final approval.

## 4.84 TICKET SALES AND HANDLING

If you are using a ticket agent for your event, please advise your Event Manager to gain an understanding of your providers requirements. The vendor must provide scanners and the required computer box office set up.

The Ticket Office can provide cashiers for onsite ticket sales, if required. Please contact your Event Manager to coordinate.

## 4.85 TIMING

Timing is everything. It can mean a smooth, well-planned event instead of scrambling to check tasks off the checklist. Refer to the section [Event Planning Timeline](#) for an example of a typical timeline, which includes a column for due dates for the Event Organizer.

Be sure to read this entire guide for important information about timing during event planning.

## 4.86 VEHICLES FOR DISPLAY

Vehicles include any motorized vehicle powered by an internal combustion engine, including but not limited to the following: cars, trucks, snowmobiles, lawn equipment, watercraft, aircraft, and recreational vehicles.

Check with your Event Manager about electric vehicles.

If you plan to display motorized vehicles during an event:

- The venue and the Calgary Fire Department shall be notified at least 10 days prior to event move-in.
- Vehicle fuel and fuel level regulations must be adhered to.
- Additional Calgary Fire Department regulations may apply, based on the size of the vehicle.
- Onsite vehicle inspection upon entry to the venue must be conducted by a designated Centre employee.
- Studded tires are not permitted in indoor spaces.
- An approved drip tray must be placed underneath the vehicle(s) for floor protection.
- Ethanol, methanol, or nitromethane fuel tanks must be completely empty.
- Vehicles to be displayed in carpeted spaces require protection under the tires, such as plastic discs or a separate piece of carpet.
- Motorized vehicles may not be operated on carpeted areas of the venue.
- Vehicles must be in clean, dry condition upon entry. In the event a vehicle is moving in during inclement weather, plastic or another approved covering of the carpet is required.
- Keys cannot be left in the vehicle.
- Complete and submit the Vehicle Display Permit Form.
- Comply with restrictions on spray bottles for cleaning.
- Floor load restrictions must be adhered to at all times. Refer to the [Venue Specifications](#) section.

For further information about vehicle displays, please contact your Event Manager and/or the Calgary Fire Department.

## 4.87 VENUE INSPECTIONS, PRE-EVENT AND POST-EVENT

To ensure high venue standards, the Client Concierge and Venue Operations Manager complete pre-event and post-event venue inspections of the contracted spaces, ideally with the Event Organizer's representative or service contractor present. The pre-event inspection is conducted on the first day of move-in and the post-event inspection is scheduled on the last day of move-out.

Both inspections are documented and the Event Organizer's agreement is recorded. If the Event Organizer is not available to complete and sign the inspection reports, the BMO Centre will do so on the Organizer's behalf.

## 4.88 VENUE SPECIFICATIONS AND CAPACITIES

For current information about venue capacities, floor loads, service elevator dimensions, loading dock overhead door dimensions, refer to the [Venue Specifications](#) section.

## 4.89 WASTE MANAGEMENT

It is expected that all clients and exhibitors who utilize the venue ensure proper sorting and disposal of all materials and waste produced while on site. Fines may be levied to the event for improper waste disposal by the show organizer and/or Exhibitors. Costs related to disposal of abandoned materials and excess waste are chargeable to the event based on weight, material type, and service removal. See "Composting and Recycling" section for more.

## 4.90 WEAPONS AND PROPS

Weapons for any purpose are strictly prohibited at Stampede Park.

If your event requires the display, selling, or purchase of weapons, please contact your Sales Manager or Event Manager immediately. We will liaise with our Security team to conduct an assessment.

The BMO Centre reserves the right to prohibit the Event Organizer, or its Exhibitors or concessionaires, from offering for sale or displaying any exhibits the BMO Centre may determine objectionable.

## 4.91 WELDING AND HOT WORK

The performance of welding and hot work on Stampede Park requires:

- Permission from the Calgary Fire Department.
- A written fire safety plan.
- Calgary Stampede Public Safety Department's review and approval of the proposed activity to ensure compliance with Calgary Fire Department guidelines.

## 4.92 WORKING AT HEIGHTS

A large amount of work undertaken in the BMO Centre is conducted from heights, such as rigging, shell scheme builds, and building custom stands. The BMO Centre is committed to managing the risk of falls at the venue. A fall is defined as a person's involuntary fall of more than two metres.

Any person working at height must comply with applicable codes of practice and Occupational Health and Safety regulations.

The background features a large, stylized 'X' shape formed by overlapping geometric shapes. The left side of the 'X' is a solid red triangle. The right side is a white triangle. The top-left and bottom-right quadrants are filled with a blue triangle. The top-right and bottom-left quadrants are filled with a black triangle. The overall composition is dynamic and modern.

**5 FOOD & BEVERAGE**

## 5. FOOD & BEVERAGE

Engage the passion and creativity of the Centre's culinary team to create artistically presented, contemporary and local Canadian Cuisine for your event. Alberta boasts crisp mountain air, crystal clear glacial water, and the sunniest weather in Canada. All three combine to grow fine produce and nourish livestock that is envied around the world. It is right here, masterfully prepared on your plate.

The BMO Centre offers inspired, multi-sensory, and award-winning food and beverage choices under the guidance of our Executive Chef. Perfect for events from high end galas to grab-and-go menus, our team takes pride in everything they prepare for you.

### 5.1 "GROWN RIGHT. HERE."

Our "Grown right. Here." program features Alberta farm fresh produce and some of the finest beef in the world. Here, we bring you these ingredients at their peak, using locally sourced food, whenever possible.

### 5.2 WHAT MAKES US DIFFERENT

The Calgary Stampede serves thousands of people at multiple events every day of the year. From fundraising galas to grab-and-go menus, we remain connected to the unique flavour and diversity of food products core to our province.

#### 5.2.1 Supporting our Agriculture Industry

We began 125 years ago as an agriculture society and have never forgotten our ranching and farming roots. "Grown right. Here." is an example of our ongoing effort to recognize and support our agriculture industry.

#### 5.2.2 Connecting Urban and Rural Communities

The Calgary Stampede connects agriculture producers and consumers through the buying and selling of locally produced food products.

#### 5.2.3 Buying Local

By purchasing locally grown food, Calgary Stampede Clients and Guests are supporting the local economy and preserving our land into the future.

#### 5.2.4 Protecting Our Environment

Our sustainability program continues to demonstrate our commitment to the environment by reducing the environmental footprint associated with hosting events.

### 5.3 BEVERAGE SERVICE

We offer a comprehensive selection of beverages to complement your event. Please connect with your Event Manager to obtain the current liquor and wine offerings.

When planning product and personnel requirements for your upcoming event, please share information from your previous events, such as patterns of beverage consumption, with your Event Manager.

### 5.3.1 Cash and Host Bar Services

We are pleased to offer cash bars, host bars, or a combination of both services. At cash bars, your Guests purchase their own drinks, whereas at host bars, your event is invoiced for all ordered beverages. Please speak with your Event Manager to determine the best option for your event.

When sales for cash bars and/or host bars (including specialty cocktail bars) are less than \$500 per bartender (not including table wine, service charge, and GST) over a four-hour period, the event is charged an hourly bartender charge per bartender.

Our standard for bar service at a host bar is one bartender per 75 guests, and at a cash bar, one bartender per 100 guests. You may request additional bartenders and applicable rates will apply. Bartenders are required 90 minutes prior to bar service time, and one hour after the event.

Drink tickets are exclusively provided by Calgary Stampede. We offer standard CS branded drink tickets or custom branded drink tickets to fit your event theme. Please speak to your Event Manager for pricing and information.

### 5.3.2 Corkage

Beverage service is exclusive to the BMO Centre, however, Rotary House weddings may be presented with the option of a corkage bar. Your Event Manager can provide you with details of this service.

Guests are not permitted to bring their own homemade alcoholic products, as per our liquor license.

## 5.4 SAFE ALCOHOL SERVICE

The BMO Centre is committed to the responsible sale and service of alcohol. Our policies and procedures are in place to ensure a positive experience and safe enjoyment whenever alcohol is served by the venue.

Alcoholic beverages and services are regulated by Alberta Gaming, Liquor, and Cannabis (AGLC). As a licensee, Stampede Park is responsible for administering the AGLC regulations. Regulations dictate that all alcohol served on Stampede Park must be purchased under our liquor license, which gives us the exclusive right and responsibility to supply and dispense any alcohol. As such, no one except Stampede personnel may purchase any quantity of alcohol offsite and bring it, serve, or consume it in the venue.

All remaining alcohol, in any form and quantity, must remain on the premises.

### 5.4.1 Liquor License

As the liquor license holder, the BMO Centre retains the exclusive right for the sale, supply, and service of all alcoholic beverages, in compliance with Alberta Gaming, Liquor, and Cannabis (AGLC). All alcoholic beverages must be purchased from the BMO Centre and consumed within the venue.

If the sale of take-away alcohol is a feature of a consumer show or artisan market, certain regulatory requirements must be met to receive approval. Please consult directly with your Event Manager.

### 5.4.2 Times of Alcohol Service

The BMO Centre offers regular service of alcoholic beverages from 10 a.m. to 1 a.m., seven days per week. Any alcohol or entertainment requests outside of these hours require advance approval of the BMO Centre. Labour surcharges may apply.



## 5.5 CATERING

The BMO Centre offers a variety of services for catered functions, or events that have a food component. Important information can be found below, organized alphabetically.

### 5.5.1 China Service or Compostable Ware

Banquet and meeting rooms use china and glassware for all meal services unless you request compostable or disposable ware. Food and beverage events in the exhibit halls or outdoor areas (with the exception of banquets) use compostable or disposable ware.

### 5.5.2 Cooking

Please see the [Cooking](#) section in the Event Planning Details.

### 5.5.3 Dietary Needs and Allergies

We are committed to offering a wide range of food options for all our Guests, which includes the option of pre-ordering vegetarian or vegan meals that also support guests with allergies to gluten, dairy, or nuts.

Handling alternative dietary requests demands careful attention, particularly when allergies may result in serious, sometimes life-threatening reactions. Please note we do not have a separate kitchen to prepare allergen-free items, nor separate dining areas for guests with allergies or intolerances. There may be a possibility that an allergen is introduced inadvertently during food preparation, handling, or service and that a menu item contains trace amounts of gluten, dairy, nuts, or nut oils.

To request a meal for your event that covers a specific allergy, please discuss the details with your Event Manager.

### 5.5.4 Event History

Historical information from previous events and an understanding of your Guest preferences can be extremely helpful when planning for your upcoming event. Please share any information you have related to patterns of food and beverage consumption with your Event Manager so that this information can be used in the planning of product and personnel requirements.

### 5.5.5 Excess Food

The BMO Centre is committed to sustainability and reducing food waste whenever possible. Below are the guidelines for excess food at events:

- Food that has been out on a public buffet or display must be composted to avoid cross-contamination.
- In instances where Event Organizers of food-related events know in advance there will be substantial quantities of packaged and fresh food remaining at the conclusion of their event, donation to a local food bank can be arranged.
- When food product cannot be reused or donated, it becomes part of our sustainability program, where organics are separated and removed for composting.
- Leftover food and beverage cannot be removed from the premises in accordance with Alberta Health Services guidelines.

### 5.5.6 Exclusivity for Catering Rights

The BMO Centre is proud to be the exclusive caterer of all food and beverage services on Stampede Park.

All food and beverage items, including bottled water, shall be supplied and prepared by our Food & Beverage department. Bringing food into or removing food from the venue is not permitted without the written approval of the Food & Beverage department. This includes any sponsored food and food vendors. In compliance with Alberta Health Services and AGLC guidelines, unconsumed food and beverage ordered through the BMO Centre may not be removed from the venue. In instances where sponsored and donated food and/or alcohol is approved, a rights fee will apply.

Sample food or beverage products may be distributed within an exhibit area with written authorization. Please contact your Event Manager for further information.

### 5.5.7 Exhibitor Catering

We provide options for in-booth hosting as well as meal delivery for Exhibitors.

In-booth hosting should be ordered in advance using the [exhibitor catering order form](#).

Meal delivery for exhibitors can be ordered in advance or onsite. Your Exhibitors can focus on their customers when meals are delivered to them at a set time.

### 5.5.8 Exhibit Hall Service Areas

Food service in an exhibit hall requires the creation of back-of-house service areas to successfully execute a function. Your Event Manager will provide information on size and required locations that are to be factored into your event and floor plan.

### 5.5.9 Labour Charges (Catering-Specific)

Please advise the Event Manager of all your event details to determine if any additional Catering labour charges are applicable.

A labour charge of \$100 applies to all meal functions with fewer than 20 guests, in instances where there is a specific minimum attached to the menu that is not met. To ensure quality and safety, timing of breaks and buffets are based on a maximum of 60 minutes and 120 minutes of continuous service, respectively. Requests beyond this time will incur an additional surcharge.

A 15 percent surcharge will apply for food and beverage events that exceed our normal meal service time of two hours.

When requested two weeks prior to the event date, we are happy to place up to two event related items, such as a table centerpiece, menu card, promotional item, or document, at no charge.

### 5.5.10 Food Tastings

When planning an event, you may require some assistance finalizing menu choices, presentation, protein sauces, vegetable selection, and beverage selections. It is our pleasure to offer the option of a meal test or menu tasting to showcase what we can do to WOW your guests with our food, service, and hospitality. Charges may apply based on the scope of event and number of people attending the meal test. Please speak with your Sales or Event Manager.

### 5.5.11 Menu Planning and Guaranteed Attendance

To assist with seamless event planning and ensure we offer our best service delivery, we require your finalized menu selection and an estimated guest count 30 days prior to your event. After this deadline, a maximum variance of 20 percent will be permitted, up to 200 guests, or an attrition penalty may be enforced, calculated at 50% of the menu price per person.

Guaranteed attendance numbers must be provided 14 days before the event commences. Any reductions after this time will have an attrition penalty of 100 percent of the menu price per person applied. Any increases after this date will be charged the original menu price plus a 15 percent surcharge, provided that the increase can be accommodated by the BMO Centre. The BMO Centre reserves the right to relocate your event to an alternate space in case of significant fluctuations in expected attendance.

### 5.5.12 Menus

Our published menu is designed to provide you with a variety of mouthwatering offerings. Your Event Manager can assist you in selecting the best menu for your event.

Custom menus can be requested once a signed contract is in place and are only applicable if ordering for a minimum of 500 people for that meal or a minimum spend of \$80 per person for that meal.

The BMO Centre will make every effort to provide the chosen menu as described, however reserves the right to make substitutions to any order or item which are not reasonably or readily obtainable on the open market or appears inferior to our quality standards.

A 20 percent service charge will be applied to all food and beverage charges. GST is applied to all services.

### 5.5.13 Rentals

We offer a wide range of catering items for rent, such as refrigerators, fridge or freezer space, coffee machines, chafing dishes, and much more. To rent these items, an Exhibitor can refer to our Exhibitor services form for Exhibitor services food and beverage rentals.

### 5.5.14 Retail Outlets

We offer more than concessions. Our retail outlets provide the same level of care and attention as our highest end galas, with our culinary team creating fresh and delicious food options for both Exhibitors and Attendees. There are various locations within our exhibit halls that can accommodate these services at one of our permanent built-in stands.

We are also pleased to provide retail food and beverage options in a temporary location within your event space that aligns with the design of your event and expectations of your guests. The BMO Centre will determine the number of retail outlets and operating times in consultation with you, the Event Organizer.

If your event requires unique food offerings that the Calgary Stampede team cannot provide, food trucks may be a suitable option. Requests for this service must be submitted through your Event Manager, and will be reviewed and approved by the Manager, Catering & Conventions. Only approved food trucks with valid licenses and permits are permitted. Approved food trucks must follow the City of Calgary [Mobile Food Vendors Business Guidelines](#) and require inspections by both Alberta Health Services and the Calgary Fire Department.

### 5.5.15 Sampling

#### Food and Non-Alcoholic Beverages

Alberta Health Services (AHS) safety regulations for the distribution of food and beverage products apply to all events held at the venue, including sampling. Organizers are required to register their event with AHS through the AHS website ([using the following link](#)) and submit Exhibitor booth numbers that will provide samples at the event to both Alberta Health Services and the venue. All Exhibitors are subject to approval by both parties.

If Event Organizers have any questions for AHS regarding their special events process, they can reach out to them through the following contact information:

[cal.specialevents@albertahealthservices.ca](mailto:cal.specialevents@albertahealthservices.ca)  
1.833.476.4743

Non-alcoholic sample items must be restricted to a two-ounce liquid portion. A food portion can be served from a sample tray with a toothpick. Any larger sample size may be subject to a fee that is assessed onsite. All samples must have written approval by the venue prior to the event and adhere to the guidelines outlined in the food and beverage sampling form.

#### Liquor

Only liquor stores, distributors or agents may request liquor tastings during an event on Stampede Park. Plans to have samples provided at your event must receive written approval prior to the event and must adhere to the guidelines in the alcoholic beverage sampling form. Liquor samples may not be sold and all product to be sampled must be purchased by the BMO Centre under the Centre's liquor license.

Alberta Gaming, Liquor, and Cannabis (AGLC) enforces serving guidelines for tastings or sample items.

The venue has the right to limit the number of exhibiting booths that offer liquor sampling. All requests to sample liquor at events must be submitted to the venue a minimum of three weeks prior to the event start date.

### 5.5.16 Sponsorship or Donation of Food and Beverage Products

The Calgary Stampede may have contractual arrangements with select companies and serve their products exclusively. Requests to serve sponsored products must be submitted to the venue for their written approval in advance of your event.

Supplying sponsored or donated product for events is allowed only in special circumstances and may attract a food and beverage service fee. Please contact your Event Manager to discuss.

### 5.5.17 Third Party Vendors

Any concessionaire or Exhibitor who sells or samples food products during a show must obtain advance approval from the BMO Centre. The Organizer will be responsible for the specific fee for each Exhibitor or concessionaire. A copy of the concessionaire's agreement is available from your Event Manager. Third-party Vendors are subject to commissions payable to the BMO Centre.

## 5.6 COMPOSTING AND RECYCLING

Event Organizers and Exhibitors are expected to properly sort and manage waste during their time at BMO Centre. Over 14 different types of materials are recycled, upcycled or composted, from cooking oil, to organics, textiles, wood, etc. The venue has systems onsite such as our EGOR machine which is a dehydrator that better manages compost onsite. We pride ourselves in our waste management efforts and expect our Event Organizers and exhibitors to adhere to these standards. For guests, the BMO Centre utilizes a three-stream system, where event participants are expected to recycle, compost and dispose of garbage responsibly.



**6 HEALTH,  
SAFETY  
AND  
LEGISLATION**

## 6. HEALTH, SAFETY, & LEGISLATION

Safety is the Centre's first priority. This important section discusses security and safety at Stampede Park. Topics are arranged alphabetically.

### 6.1 COMPRESSED GASES AND HAZARDOUS SUBSTANCES

All Exhibitors are required to comply with:

- Alberta OHS practices for the handling and storage of flammable materials at the work site, and
- The BMO Centre safety practices, including adequately securing compressed gas tanks and maintaining them in an upright position to prevent accidents.

Helium tanks left in the venue at the close of the event are subject to a disposal fee.

### 6.2 FIRE CODE

Indoor events held at the BMO Centre must comply with the Calgary Fire Department's minimum safety code standards, as outlined in [CFD Indoor Special Event Requirements](#).

Special events, including but not limited to trade and consumer shows, concerts and attractions, and any other special event of public assemblage, must submit their event package to the Calgary Fire Department a minimum of 30 days prior to the event.

In addition, events with one or more of the following circumstances require advance written approval and potentially a permit from the Calgary Fire Department prior to the event:

- Use of candles and/or open flames
- Pyrotechnics or fireworks display
- Tent or air-supported temporary structure over 27.9 m<sup>2</sup> (300 ft<sup>2</sup>)
- Special amusement, including haunted houses
- Indoor cooking, including demonstration cooking

Floor plan approvals are subject to final inspection by an authorized Calgary Fire Department Fire Safety Codes Officer. Once the approved plan has been established, no modification of the setup may occur without the approval of the Calgary Fire Department.

### 6.3 FIRE AND MEDICAL EMERGENCIES

The BMO Centre is equipped to handle emergency situations. In the event of an emergency, contact:

**Stampede Emergency Dispatch**  
**1.403.261.0595**

The Stampede will arrange the fastest response to your location and escort emergency responders. Stampede's Park Patrol officers are onsite 24/7 and are responsible for fire and medical emergency response.

If an evacuation is required in the event of a fire, locate a Stampede employee and follow the instructions provided to evacuate to the muster location. If no Stampede employee is in your location, use the closest exit away from the fire and evacuate to the outside.

Fire extinguishers are labelled. Follow the directions on the extinguisher for correct use and evacuate safely. Muster point maps are available. Do not re-enter the venue until instructed to do so.

### 6.4 FIRST AID

The safety of guests is of utmost concern. Based on the level of risk identified using our event risk matrix, your Event Manager provides recommendations and/or requirements for medical services for your event. The event risk matrix considers attendance, event size, demographics, security personnel onsite, and event activities.

A dedicated emergency medical technician (EMT) may be booked through your Event Manager via Aaron Paramedical Services, our preferred supplier for medical.

Your Event Manager will provide you with the location of the nearest medical room and automated external defibrillator (AED) in your event space.

For immediate response, call:

**Stampede Emergency Dispatch**  
**1.403.261.0595**

## 6.5 FREIGHT HANDLING AREAS

Only essential personnel are permitted in freight handling areas and/or high traffic areas. Security personnel are required to monitor the designated freight movement area.

Forklift operators must be licensed, provide proof of license, and wear personal protective equipment (PPE). High visibility clothing should be worn while working in this area.

## 6.6 HAZARDOUS MATERIALS AND CONTROLLED PRODUCTS

Hazardous waste generated at the work site must be stored and handled safely using a combination of both an appropriate means of identification, and safe handling instructions for workers.

The BMO Centre will conduct all chemical handling in accordance with:

- [Alberta Occupational Health and Safety Code](#)
- Workplace Hazardous Materials Information Systems (WHMIS), and
- Transportation of Dangerous Goods (TDG)

Classes of WHMIS controlled products include compressed gas, flammable and combustible material, oxidizing material, poisonous and infectious material, corrosive material, and dangerously reactive material.

The following rules are in place at the BMO Centre:

- Refueling of equipment is not permitted indoors.
- Siphoning of fuel is not permitted on Stampede Park.
- All fuels must be stored outside in approved cages.
- The storage or use of any chemicals in public assemblies must have prior written approval from Calgary Stampede Public Safety.

WHMIS regulations contain specific data about hazardous material properties and safe handling procedures. When in doubt about permission required for a specific controlled product at the BMO Centre, please forward the applicable Safety Data Sheet (SDS) to your Event Manager, who will submit it to our Public Safety Department for their review.

## 6.7 PERSONAL PROTECTIVE EQUIPMENT

PPE includes protective clothing, eye wear, and other garments and equipment, and is required to protect the body from injury as per the [Occupational Health and Safety Code](#). PPE worn must comply with current OHS guidelines and be worn when required, in accordance to

the work site hazard assessment.

## 6.8 SAFETY PERIMETER

Precautions with safety perimeters must be taken to ensure that no person is exposed to undue risk. Barriers, including but not limited to fences, tape, or pylons, must be used to mark the safety perimeter of work sites and operating equipment.

## 6.9 SHARPS AND BIOLOGICAL WASTE

The Organizer must develop and implement safe work procedures for the use, storage, handling, and disposal of medical sharps as per the [Occupational Health and Safety Code](#). The Organizer must provide sharps containers and ensure they are located as close as is reasonably practical to where sharps are used. Sharps containers and disposal can be arranged by the BMO Centre at an additional cost via Aaron Paramedical.

Biomedical waste is classified as:

- Contaminated sharps, such as needles, knives, blades, scissors, and other items that can cut a person and that have come in contact with blood, body fluids, or microorganisms
- Human or animal blood
- Cytotoxic material
- Human anatomical waste
- Animal waste
- Laboratory waste

## 6.10 SPECIAL EFFECTS

Special effects may include pyrotechnics, open flames, haze, confetti, and glitter.

Organizers planning special effects for any portion of their event must receive prior written approval from the [Calgary Fire Department](#) and the Calgary Stampede Public Safety Department. Requests for approval must be submitted a minimum of three weeks prior to the event. Others requirements may include a **Special Effects Permit**, Fire Watch (the BMO Centre Security) approval, and a certificate of comprehensive general liability insurance.

Fog machines, hazers, and confetti guns require approval from the Calgary Stampede Public Safety Department and Fire Watch. Additional charges may apply.

## 6.11 SPILLS

Any type of spill, such as water, paint, waste, etc. on Stampede Park poses risk of hazard and must be immediately reported to your Client Concierge so the appropriate clean-up response can be facilitated.

Report early and often. Unreported or at-risk spills are subject to penalties and charge-back fees depending on the severity of the spill and the required cleanup/remediation.



## 6.12 VENUE AND STAMPEDE PARK SECURITY

### 6.12.1 Calgary Police Services

For certain special and/or high-risk events, Calgary Police service may be required at the cost of Event Organizer. The level of personnel required will be based on a risk assessment of the event performed jointly by the Event Organizer and the venue.

### 6.12.2 Event Organizer Safety Representative

Event Organizers are requested to identify a member of their team as an onsite safety representative, who will serve as the primary channel of communication for health and safety issues onsite. This individual must be identified to your Event Manager prior to your arrival through the confirmation of the Visitor Emergency Response Plan (VERP).

### 6.12.3 Crowd Management

Crowd control personnel may be required for certain events, such as concerts and other high attendance events, and/or events serving alcohol. These services may be provided in house by the BMO Centre, through Calgary Police Service, or through an external security provider. The level of personnel required will be based on a risk assessment of the event performed jointly by the Event Organizer and the venue.

### 6.12.4 Dispatch

Stampede Dispatch is our 24-hour emergency communications Centre, responsible for alarm and CCTV monitoring. Should an incident require emergency assistance, Stampede's Dispatch will notify and coordinate emergency services agencies, such as police, fire and ambulance, and Park Patrol.

Contact Dispatch at:

**1.403.261.0595 for emergency**

**1.403.261.224 non-emergency**

### 6.12.5 Emergency Preparedness

The BMO Centre has a commitment to develop and maintain emergency response plans in conjunction with the Calgary Emergency Management Agency and related agencies. In the event of an incident, the BMO Centre will work with its service providers, when relevant, to respond promptly in a manner that protects the health and safety of members and guests, and that minimizes the incident's impact on the environment.

Your Event Manager will provide you with a Visitor Emergency Response Plan (VERP) to be reviewed in advance of your event and shared with your team.

### 6.12.6 Event Security

The BMO Centre security guards provide access-control functions and asset protection. They also effectively respond to and assist with:

- Lost and found inquiries
- Lost children/parent incidents
- First aid and medical calls
- Property damage reports
- Safety concerns
- Enforcing compliance with AGLC regulations when alcohol is being served
- Providing direction and assistance to guests

Our security supervisors are trained in CPR and First Aid. All guards receive security training in accordance with provincial legislation and Emergency Response Procedures for:

- Bomb threats
- Fire
- Venue evacuation
- Liquor plan of management
- Medical response

Security Supervisors oversee all security personnel at an event and are the designated first responders for all incidents on the show floor. There is always a supervisor available to respond as required to any situation on Stampede Park.

Event security is arranged by your Event Manager. Security is required for all events with alcohol service and/or use of loading docks. For all trade and consumer-based shows, additional security is required to protect the integrity of the venue during move in and move out based on the location of the event. The number of security personnel for move in and move out must equal or exceed the number deemed necessary by the BMO Centre's security management. Additional guards may be recommended/required by your Event Manager based on the risk associated with activities at your event, charges will apply.

### 6.12.7 External Security Companies

Event Organizers have the option of using an external security company to supplement our security services, provided advance notice is given to your Event Manager. A Calgary Stampede security supervisor must be present at all times to oversee the external security company, and the external security company and its employees must be licensed within the province of Alberta.

The Event Organizer must provide an adequate number of security personnel to staff their event, based on the event's risk matrix, and at their expense. The number of personnel must equal or exceed the number deemed necessary by the Centre's Security Management.

### 6.12.8 Park Patrol

Stampede's Park Patrol force are highly trained Security officers that are onsite 7 days a week, 24 hours per day. Park Patrol is responsible for protecting Stampede Park assets as well as incident response, investigation, and documentation.

### 6.12.9 Video Surveillance or Closed-Circuit Television (CCTV)

Stampede Park has 24-hour venue security with CCTV cameras and alarm systems. CCTV cameras scan interior and exterior public areas and Centre security personnel will respond quickly and professionally to any potential security issue.

## 6.13 VIP SECURITY

Please provide the BMO Centre with advance notification of any VIP security escort needs. Our Park Patrol team can either provide these services or integrate with your external security team.

## 6.14 VISITOR EMERGENCY RESPONSE PLAN

Your Event Manager will provide you with a **Visitor Emergency Response Plan (VERP)** during the planning process. The VERP will be created in consultation with you to ensure appropriate contact information is captured. The completed VERP should be shared with your team in advance of your event.

The VERP is a quick reference document that provides Event Organizers with the processes to follow during their event on Stampede Park in case of fire, medical emergency, or general incident. The VERP identifies the name of the assigned Event Organizer Safety Representative and their appropriate points of contact at Stampede Park, in case of an emergency.



**7 GETTING HERE**

## 7. GETTING HERE

Located in Western Canada in the province of Alberta, Calgary is a major transportation and business centre. Calgary is nestled in the foothills of the majestic Canadian Rocky Mountains, offering visitors alternating views of rugged mountain peaks, golden rolling prairies, and the remarkable city skyline. Calgary is a Western Canadian hub, easily accessible from anywhere in the world.

### 7.1 TRAVELLING TO CALGARY

Travelling to Calgary via air or highway has never been more convenient.

#### 7.1.1 By Air

No more than one stop from almost every major city in the world, Calgary's airport serves over 18 million passengers annually and sees over 1,800 flights weekly from direct Canadian, U.S., and major international locations.

The Calgary International Airport is consistently ranked as one of the best airports in North America for overall passenger convenience and is just 20 minutes from the downtown core. The airport includes an international terminal.

#### 7.1.2 By Car

Travelling to Calgary by car is easy with connections to several major highway systems. Calgary is accessible by the Trans-Canada Highway (also known as Highway 1) and Queen Elizabeth II Highway (also known as the Highway 2). These highways link Calgary to destinations such as Banff, Medicine Hat, Red Deer, Edmonton, and the United States border.

### 7.2 TRAVELLING WITHIN CALGARY

Getting around Calgary is easy, with a variety of transportation options to get you to your destination and to help you explore the city.

Calgary is divided into four quadrants (Northwest (N.W.), Northeast (N.E.), Southwest (S.W.), and Southeast (S.E.) and is laid out in a grid with numbered streets and avenues. Numbered streets run north-south while numbered avenues run east-west.

### 7.3 GETTING TO STAMPEDE PARK

Stampede Park is located on the southeast edge of downtown Calgary, along MacLeod Trail S.E. between 12 Ave. S.E. and 25 Ave. S.E.

Our central location allows visitors to take advantage of year-round vehicle drop-off zones, parking, ride-hailing services, taxis, hourly car rentals, and two public Calgary Transit options: light rail transit (C-Trains) and busses.

Public entrances to Stampede Park include:

- Erlton entry, located on the south end of Stampede Park at 25 Ave S.W. and 4 St. S.E.
- Stampede Trail Entry, located on the north end at 14 Ave S.E. and Stampede Trail S.E.
- 17th Avenue Entry, located at the west end at 17 Ave S.E. and Flores LaDue Parade S.E.

The BMO Centre exhibitor entrance is located on the north end at the 3A Street gate located between Stampede Trail and 3 St. S.E. on 13 Ave. S.E. Exhibitor access for events in other venues on Stampede Park should be discussed with your Event Manager.

### 7.3.1 Easy Vehicle Access for Attendee Parking

Vehicle drop off, pickup, and parking for Attendees is accessible from 12 Ave. and 3 St. S.E., near the BMO Centre.

There is ample public vehicle parking available on Stampede Park which is charged at the prevailing rate for all events (payable by debit or credit in a contactless manner). We are a not-for-profit organization that reinvests parking fees and other revenue back into park development and operations.

### 7.3.2 Access to Parking Lots at Stampede Park

There are three main entry locations that access parking areas:

- South entry, 25 Ave. and 4 St. S.E. ([link to map](#))
- North entry, 12 Ave. and 3 St. S.E. ([link to map](#))
- North entry, Stampede Trail and 14 Ave. S.E. ([link to map](#))

### 7.3.3 Venue Parking

Below is a map of Stampede Park noting the parking lots near the BMO Centre venues, the loading dock area (orange), and more.

7.3.4 Map of Stampede Park



## 7.4 PUBLIC TRANSIT ACCESS

### 7.4.1 Light Rail Transit (LRT) C-Trains

Stampede Park is conveniently located adjacent to two LRT stations on the Red Line arriving to and departing from:

Victoria Park Stampede Station

- North or downtown side
- Direct access to the BMO Centre, the Big Four Building, and Rotary House

Erlton Station

- South end of Stampede Park
- Access to the south end of Stampede Park, including GMC Stadium

To board a C-Train, use either a pass or purchase a ticket (available at stations), then validate it.

### 7.4.2 Public Buses

For detailed information about bus stop locations, please visit the [Calgary Transit website](#). Calgary Transit (CT) public bus service accepts passes, tickets, and cash.

### 7.4.3 Ridesharing and Taxi Access

General drop-off and pick-up for cars, taxis, and ride-hailing services are permitted close to all venues.

For pickup and drop-off using ride-hailing services to the BMO Centre at Stampede Park, please use the below addresses for best access:

Main Entrance BMO Centre (Halls A1-C, Level 2 and Level 3):  
1912 Flores LaDue Parade SE Calgary, AB T2G 2W1

Palomino Entrance BMO Centre (Halls C-F):  
20 Roundup Way SE Calgary, AB T2G 2W1

When selecting a pickup destination at the BMO Centre on Stampede Park, open your rideshare app and follow the selection options for future destination and car type. Following this, you will be able to select from the above two rideshare pin points before requesting your ride.

The background features a large, stylized 'X' shape formed by overlapping geometric shapes. The left side of the 'X' is a solid red triangle. The right side is a white triangle. The central intersection is a black triangle. A blue triangle is positioned at the top of the 'X', and a light red triangle is at the bottom. The overall composition is dynamic and modern.

**8 ADDITIONAL  
REFERENCES**



## 8. ADDITIONAL REFERENCES

### 8.1 EVENT PLANNING TIMELINE

This chart provides standard suggested timelines. Due dates will be adjusted based on an event’s specific requirements.

Timeline	Event Planning Milestones and Due Dates
6 to 18+ months	<ul style="list-style-type: none"> <li>Review space and date requirements with Sales Manager</li> <li>Review proposal and attend site tour of proposed space</li> <li>Review and sign license agreement, initial deposit due</li> <li>Introduced to assigned Event Manager</li> </ul>
6 to 12 months	<ul style="list-style-type: none"> <li>Preliminary event details and floor plans discussed with Event Manager</li> <li>Event Manager reviews key dates and deadlines with you</li> <li>Event Manager provides menus, order forms, preferred supplier contact details</li> <li>Required licenses and permits obtained</li> </ul>
3 to 6 months	<ul style="list-style-type: none"> <li>Floor plans and/or rigging requirements submitted for approvals</li> <li>Requirements detailed for power, technology, room set up, ticketing and transportation</li> <li>Preferred and/or third-party provider requirements confirmed</li> <li>Exhibitor online ordering active</li> <li>Move-in and move-out requirements detailed including loading dock management plan</li> </ul>
6 to 8 weeks	<ul style="list-style-type: none"> <li>Food &amp; beverage requirements confirmed (meal tastings, meal selections, sampling forms, retail outlet requirements, food truck activations)</li> <li>Detailed Security plan finalized</li> <li>Event signage requirements and locations determined</li> <li>Review event cost estimate</li> </ul>
1 month	<ul style="list-style-type: none"> <li>Confirm event programming and timing</li> <li>Accreditation samples provided to Event Manager</li> <li>Provide certificate of insurance</li> <li>Provide labour requirements (guest ambassadors, security, etc.)</li> <li>Food &amp; Beverage numbers due</li> </ul>
10 business days	<ul style="list-style-type: none"> <li>Advance pricing for exhibitor orders closes</li> <li>Payment for estimated services is due</li> <li>All event requirements are confirmed (move-in and move-out schedules, event programming and timing, labour requirements, assets/infrastructure required, etc.)</li> <li>Digital signage requirements due</li> </ul>
5 to 10 business days	<ul style="list-style-type: none"> <li>Pre-event meeting will take place for a final review of details</li> </ul>
First day onsite	<ul style="list-style-type: none"> <li>Meeting to introduce your dedicated Client Concierge and handover of access cards</li> <li>Walkthrough and handover of event space</li> </ul>
Last day onsite	<ul style="list-style-type: none"> <li>De-brief meeting with Event Manager and/or Client Concierge</li> <li>Walkthrough and handover of event space, access cards, etc.</li> </ul>
Post event	<ul style="list-style-type: none"> <li>Post event survey sent via email</li> <li>Final invoice provided within 10 business days, payment required within 30 days</li> </ul>

## 8.2 VENUE SPECIFICATIONS

### 8.2.1 Loading Docks Dimensions

The entry of your vehicles and/or equipment must be uninhibited, and the integrity of the venue protected. When driving loads into the venue, the vehicle passes through both an exterior and interior drive-through door. Be sure to identify the smallest height and width when calculating clearance. There is a limited turning radius, so you must also determine the vehicle length that fits.

Contact your Event Manager for a current map with venue access points for your assigned loading dock and dimensions for other venues.

Loading dock overhead door dimensions table (any spaces not listed do not have loading docks available):

Dock	Dock Level	Door	Height (feet-inch)	Width (feet-inch)	Height (metre)	Width (metre)
<b>BMO Centre</b>						
Dock 1	ground level loading	exterior door	14' 0"	19' 10"	4.26	6.04
Dock 2 & 3	dock level loading	-	10' 0"	8' 0"	3.04	2.43
Dock 4, 5, & 6	dock level loading	-	10' 0"	8' 0"	3.04	2.43
Dock 7	ground level loading	exterior door	16' 0"	19' 10"	4.87	6.04
Dock 8	ground level loading	exterior door	10' 0"	8' 0"	3.04	2.43
Dock 9, 10, 11, 12, 13 & 14	dock level loading	-	10' 0"	8' 0"	3.04	2.43
Dock 16, 17 & 18	dock level loading	-	9' 0"	8' 0"	2.74	2.43
Dock 19	ground level loading	exterior door	20' 0"	21' 0"	6.09	6.40
		interior door	13' 9"	13' 1"	4.19	3.98
Dock 20	ground level loading	exterior door	18' 0"	18' 0"	5.48	5.48
		interior door	10' 0"	13' 5"	3.04	4.08
Dock 22	ground level loading	exterior & interior door	20' 0"	20' 0"	6.09	6.09
Dock 23 & 24	dock level loading	-	9' 0"	7' 1"	2.74	2.15
<b>Big Four Roadhouse</b>						
North ramp	Grade of ramp 10%	interior door	10' 0"	12' 10"	3.04	3.91
South ramp	Grade of ramp 12%	interior door	10' 0"	12' 10"	3.04	3.91
<b>Nutrien Western Event Centre</b>						
Overhead A1	ground level loading	interior overhead doors	15' 8"	11' 8"	4.77	3.55
Overhead A2	ground level loading	interior overhead doors	15' 8"	15' 8"	4.77	4.77

Dock	Dock Level	Door	Height (feet-inch)	Width (feet-inch)	Height (metre)	Width (metre)
Overhead A3	ground level loading	interior overhead doors	15' 8"	11' 8"	4.77	3.55
Overhead 1	ground level loading	exterior overhead doors	15' 8"	16' 4"	4.77	4.97
Overhead 2	ground level loading	exterior overhead doors	15' 8"	11' 8"	4.77	3.55
Overhead 3	ground level loading	exterior overhead doors	15' 8"	11' 7"	4.77	3.53
Overhead 4	ground level loading	exterior overhead doors	15' 8"	15' 8"	4.77	4.77
Overhead 5	ground level loading	exterior overhead doors	15' 7"	15' 7"	4.74	4.74
Overhead 6	ground level loading	exterior overhead doors	15' 7"	15' 8"	4.74	4.77
Overhead 7	ground level loading	exterior overhead doors	15' 8"	11' 7"	4.77	3.53
Overhead 8	ground level loading	exterior overhead doors	15' 8"	11' 8"	4.77	3.55

### 8.2.2 Elevator Dimensions

Once items are loaded into the building, they may also be required to be moved in an elevator to arrive at non-ground level event spaces. The entry of your items must be uninhibited, and the integrity of the venue protected. When loading into the venue’s elevators, be sure to identify the smallest height and width when calculating clearance.

Please refer to the elevator dimensions listed below for event setup and move-in/move-out requirements.

Elevator	Access to	Height (feet-inch)	Width (feet-inch)	Depth (feet-inch)	Height (metre)	Width (metre)	Depth (metre)	Weight Load (pounds / kilogram)
<b>BMO Centre</b>								
Overhead 7 Freight	Levels 2-3	10	10	22	3	3	6.7	20,000/9,000
Overhead 7 Service	Levels 2-3	8	4.5	8	2.4	1.4	2.4	5,000/2,268
Overhead 8 Freight	Levels 2-3	10	10	22	3	3	6.7	20,000/9,000
Overhead 8 Service	Levels 2-3	8	4.5	8	2.4	1.4	2.4	5,000/2,268
<b>GMC Stadium</b>								
North Freight	Levels 2-3-4-5	8.5	9	9	2.2	2.74	2.74	2,500/1,134
South Freight	Levels 2-3-4	7.5	5.5	6	2.2	1.6	1.8	2,500/1,134
<b>Nutrien Western Event Centre</b>								
East Freight	Level 2	7	6	8.5	2.1	1.8	2.2	2,500/1,134

### 8.2.3 Floor Load

The amount of weight a structure’s floors can bear, including the dead weight and the live load. The floor load capacity is the maximum weight a floor is engineered to support over a given area. If the pressure exerted by a vehicle or any other piece of equipment exceeds the capacity of the floor beneath it, damage can be done to the floor or to the building’s structure.

Please refer to the floor loads listed below for event setup and move-in and move-out requirements:

Space	Weight load (pounds per square foot lb/ft <sup>2</sup> )	Weight load (kilograms per square metre kg/m <sup>2</sup> )
<b>BMO Centre</b>		
<b>Level 01 – Exhibit Halls</b>		
Hall A1 & A2	350.0	1,708.8
Hall B, C, D, E & F	250.0	1,220.6
Palomino	250.0	1,220.6
<b>Level 02 - Meeting Rooms / The Exchange</b>		
Meeting Rooms	125	610.3
The Exchange	100	488.2
<b>Level 03 - Ballroom</b>		
Percheron Ballroom	250	1220.6
Champions Ballroom	150	732.4
<b>Big Four Roadhouse</b>		
Hall A, B & C	100.0	488.2

## 8.2.4 Room Dimensions

Below are the room dimensions for the main spaces and serve as a useful reference when developing floor plans, room layout and setup.

Space	Width (in feet)	Length (in feet)	Height (in feet)	Useable Area (square feet)	Width (in metre)	Length (in metre)	Height (in metre)	Useable Area (square metres)
<b>BMO Centre Exhibit Halls</b>								
Hall A1	147.0	245.0	30.0	35,500	44.8	74.7	9.1	3,298
Hall A2	271.0	245.0	30.0	66,500	82.6	74.7	9.1	6,178
Hall B	273.8	174.0	29.5	47,641	83.5	53.0	9.0	4,426
Hall C	273.8	177.5	17.2	48,600	83.5	54.1	5.2	4,515
Hall D	280.0	172.5	29.5	48,300	85.3	52.6	9.0	4,487
Hall E	280.0	171.5	35.0	48,020	85.3	52.3	10.7	4,461
Hall F	280.0	171.5	35.0	48,020	85.3	52.3	10.7	4,461
<b>BMO Centre Ballrooms</b>								
Palomino	150.0	80.0	15.5	12,000	45.7	24.4	4.7	1,115
Champions Ballroom	276.0	177.0	30.0	50,000	84.1	53.9	9.1	4,645
Percheron Ballroom	330.0	60.0	22.0	19,175	100.6	18.3	6.7	454
<b>Big Four Roadhouse</b>								
Hall A	185.9	190.0	22.5	30,750	56.6	57.9	6.8	2,857
Hall B	132.1	149.1	22.6	23,768	40.5	45.4	6.8	2,208
Hall C (lower)	115.0	337.3	11.4	55,263	39.4	115.0	3.4	5,131
<b>Nutrien Western Event Centre</b>								
Arena (Fixed Bowl Seats)	125.2	246.7	43.3	27,795	38.2	75.2	13.2	2,582
Upper Arena Concourse (Fixed Bowl Seats)	125.2	246.7	43.3	27,795	38.2	75.2	13.2	2,582
Altalink Hall	100.6	200.1	10.5	20,107	30.6	61.0	3.2	1,868
Rotunda	232.6	232.6	32.1	3,972	21.6	21.6	10.0	369
<b>Other</b>								
ENMAX Park	-	-	-	696,960	-	-	-	64,750
GMC Stadium	-	-	-	see floor plan	-	-	-	see floor plan
Rotary House	-	-	-	3,000	-	-	-	279

## 8.2.5 Room Capacity by Setup

Below are room capacities (based on number of persons) for common room setup styles.

Setup	Banquet 72" (rounds of 10)	Classroom 3 per 6 ft	Theatre	Reception	U-Shape	10 ft. x 10 ft. Exhibits
<b>BMO Centre</b>						
<b>Level 01 – Exhibit Halls</b>						
Hall A1	2,080	1,479	3,941	3,227	n/a	160
Hall A2	3,910	2,769	6,455	6,045	n/a	320
Hall B	2,800	1,983	3,947	3,947	n/a	236
Hall C	2,850	2,022	3,383	3,383	n/a	234
Hall D	2,840	2,010	3,600	3,600	n/a	291
Hall E	2,820	1,998	3,400	3,400	n/a	291
Hall F	2,820	1,998	3,400	3,400	n/a	291
<b>Level 01 – Meeting Rooms</b>						
Palomino A, B, C, H, G or F	50	39	83	91	18	-
Palomino AB or BC or GH	110	81	166	182	30	-
Palomino A-C or F-H or D or E	170	123	250	273	30	-
Palomino A-D or E-H	350	249	500	545	30	20
Palomino A-E or D-H	520	375	750	818	30	40
Palomino A-H	700	498	1,000	1,091	30	60
110 or 111 or 112	20	18	38	34	6	-
110, 111 or 111, 112	50	36	77	62	16	-
110, 111, 112	80	57	115	96	24	-
<b>Level 02 - Meeting Rooms/The Exchange</b>						
203	80	57	115	126	24	-
204	70	54	111	122	24	-
205	80	57	117	128	24	-
206	10	12	24	27	4	-
207	10	12	26	29	6	-
208	60	42	86	94	18	-
209	90	66	135	147	30	-
210	100	69	142	156	30	-
211	100	69	142	155	30	-
209/210	190	138	277	303	30	-
210/211	200	141	285	311	30	-
209/210/211	290	210	420	458	30	20

Setup	Banquet 72" (rounds of 10)	Classroom 3 per 6 ft	Theatre	Reception	U-Shape	10 ft. x 10 ft. Exhibits
212	90	63	131	143	28	-
213	90	63	129	141	28	-
214	100	69	143	157	30	-
215	100	69	142	155	30	-
216	90	66	135	148	30	-
214/215	200	141	286	312	30	-
215/216	190	138	277	303	30	-
214/215/216	290	210	421	460	30	20
219	60	45	95	104	20	-
220	60	48	97	107	20	-
221	60	42	86	94	18	-
222	80	57	115	126	24	-
223	80	57	115	126	24	-
224	70	54	111	121	24	-
225	100	72	148	162	30	-
226	100	72	148	162	30	-
227	50	36	72	79	14	-
233	50	33	71	78	14	-
234	50	36	74	81	16	-
235	50	36	73	80	16	-
236	100	72	148	162	30	-
237	100	72	144	158	30	-
238	140	99	202	221	30	-
113M	40	30	65	59	12	-
114M	60	48	98	91	20	-
115M	50	36	74	59	16	-
113M, 114M	110	81	163	150	30	-
114M, 115M	120	84	172	150	30	-
113M, 114M, 115M	160	117	238	260	30	-
110	150	108	220	210	30	-
<b>Level 02 - Informal Breakout Rooms</b>						
201	10	12	24	26	4	-
202	10	9	20	22	4	-
217	10	12	27	30	6	-
218	10	12	27	29	6	-



Setup	Banquet 72" (rounds of 10)	Classroom 3 per 6 ft	Theatre	Reception	U-Shape	10 ft. x 10 ft. Exhibits
228	-	3	9	10	-	-
229	-	3	9	10	-	-
230	-	3	9	10	-	-
231	10	9	21	22	4	-
232	10	9	21	22	4	-
<b>Level 03 - Champions Ballroom</b>						
Champions Ballroom A	1,320	936	1,873	2,043	30	100
Champions Ballroom B	447	328	663	724	30	20
Champions Ballroom C	1,027	753	1,534	1,673	30	80
Ballroom AB	1,790	1,266	2,537	2,768	30	140
Ballroom BC	1,550	1,098	2,197	2,398	30	120
Ballroom ABC	2,870	2,034	4,071	4,441	30	240
<b>Level 03 - Percheron Ballroom</b>						
Percheron Ballroom A	90	66	135	148	30	-
Percheron Ballroom B	90	66	135	147	30	-
Percheron Ballroom C	90	66	135	147	30	-
Percheron Ballroom D	90	66	135	148	30	-
Percheron Ballroom E	360	255	513	560	30	20
Percheron Ballroom F	90	66	135	147	30	-
Percheron Ballroom G	90	66	135	148	30	-
Percheron Ballroom H	90	66	135	148	30	-
Percheron Ballroom I	90	66	135	147	30	-
Percheron Ballroom ABCD	360	264	540	590	120	-
Percheron Ballroom FGHI	360	264	540	590	120	-
Percheron Ballroom ABCD + E	720	519	1,053	1,150	150	20
Percheron Ballroom FGHI + E	720	519	1,053	1,150	150	20
Percheron Ballroom A-I	1,120	798	1,597	1,743	30	80
<b>Big Four Roadhouse</b>						
Hall A	1,800	1,281	2,489	2,489	30	140
Hall B	1,390	990	1,812	1,812	30	100
Hall AB (upper)	3,190	2,271	4,301	4,301	60	240
Hall B	3,260	2,313	2,358	2,358	30	260
Hall ABC (full)	6,450	4,584	6,659	6,659	90	500

Setup	Banquet 72" (rounds of 10)	Classroom 3 per 6 ft	Theatre	Reception	U-Shape	10 ft. x 10 ft. Exhibits
Bar 1912 lower	65	-	n/a	230	-	-
Bar 1912 upper	48	-	65	65	-	-
Bar 1912 (full)	113	-	65	295	-	-
<b>GMC Stadium</b>						
Entire Venue	-	-	17,000	8,000	-	-
Level 1	250	-	400	2,850	-	35
Level 2	100	-	125	150	-	-
Level 3 - Ranahans	274	-	-	600	-	-
Level 4 - The Lazy S	150	-	-	896	-	-
Level 4 - Clubhouse	340	-	-	712	30	20
Tarmac	-	-	-	1,750	-	650
Infield Bleachers	-	-	1420	1,420	-	-
30X	-	-	-	182	-	-
<b>Nutrien Western Event Centre</b>						
Arena (Fixed Bowl Seats)	-	-	2,612	-	-	-
Upper Arena Concourse (Fixed Bowl Seats)	-	-	1,100	-	-	-
Altalink Hall	1,180	837	1,885	1,554	30	100
Rotunda	300	-	-	60	-	-
<b>Rotary House</b>						
Rotary House (full)	110	100	150	215	30	-

## 8.3 FLOOR PLANS

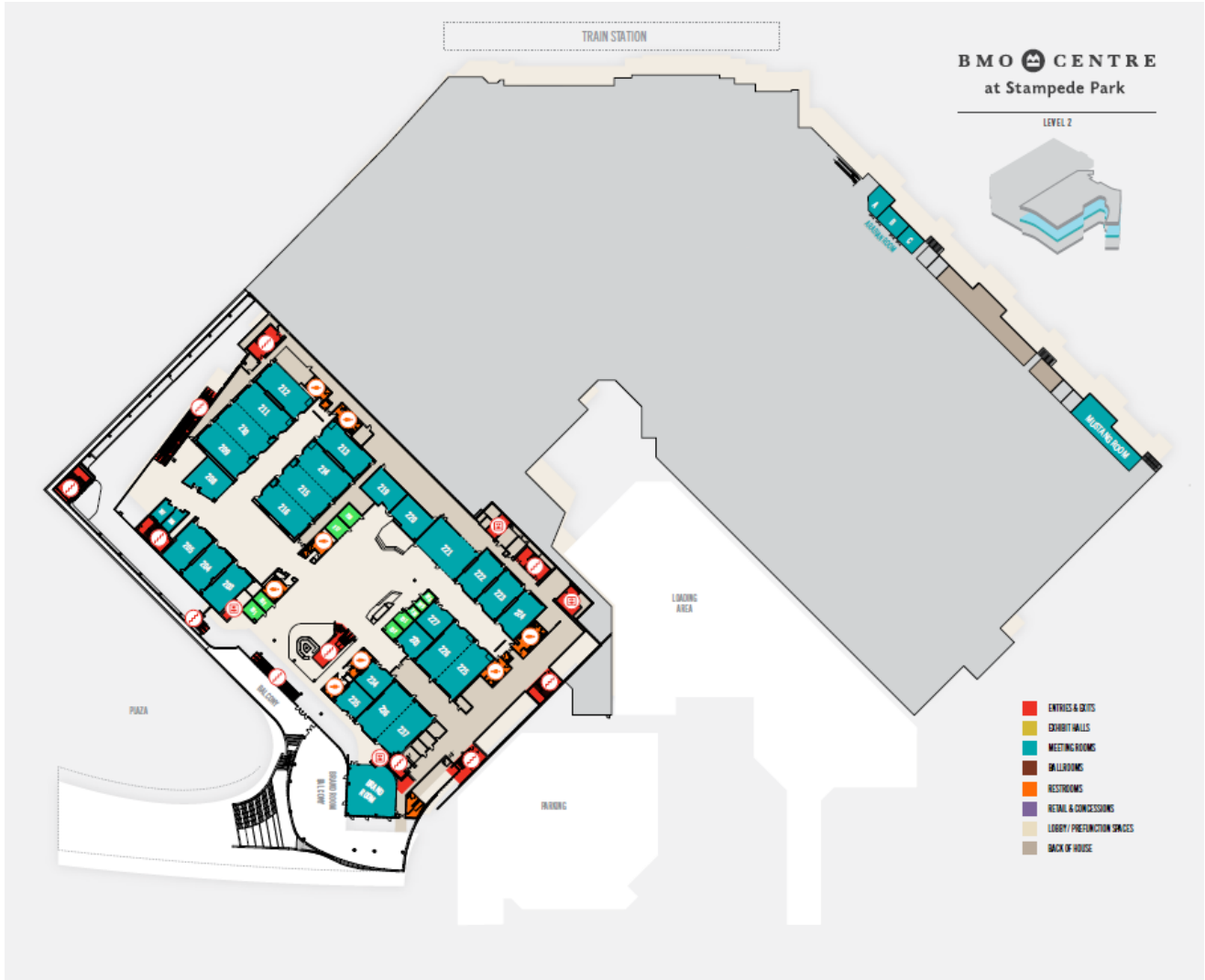
Below are floor plans for BMO Centre, if floor plans for other spaces are required, please reach out to your Sales Manager or Events Manager.

### 8.3.1 Floor Plans: BMO Centre

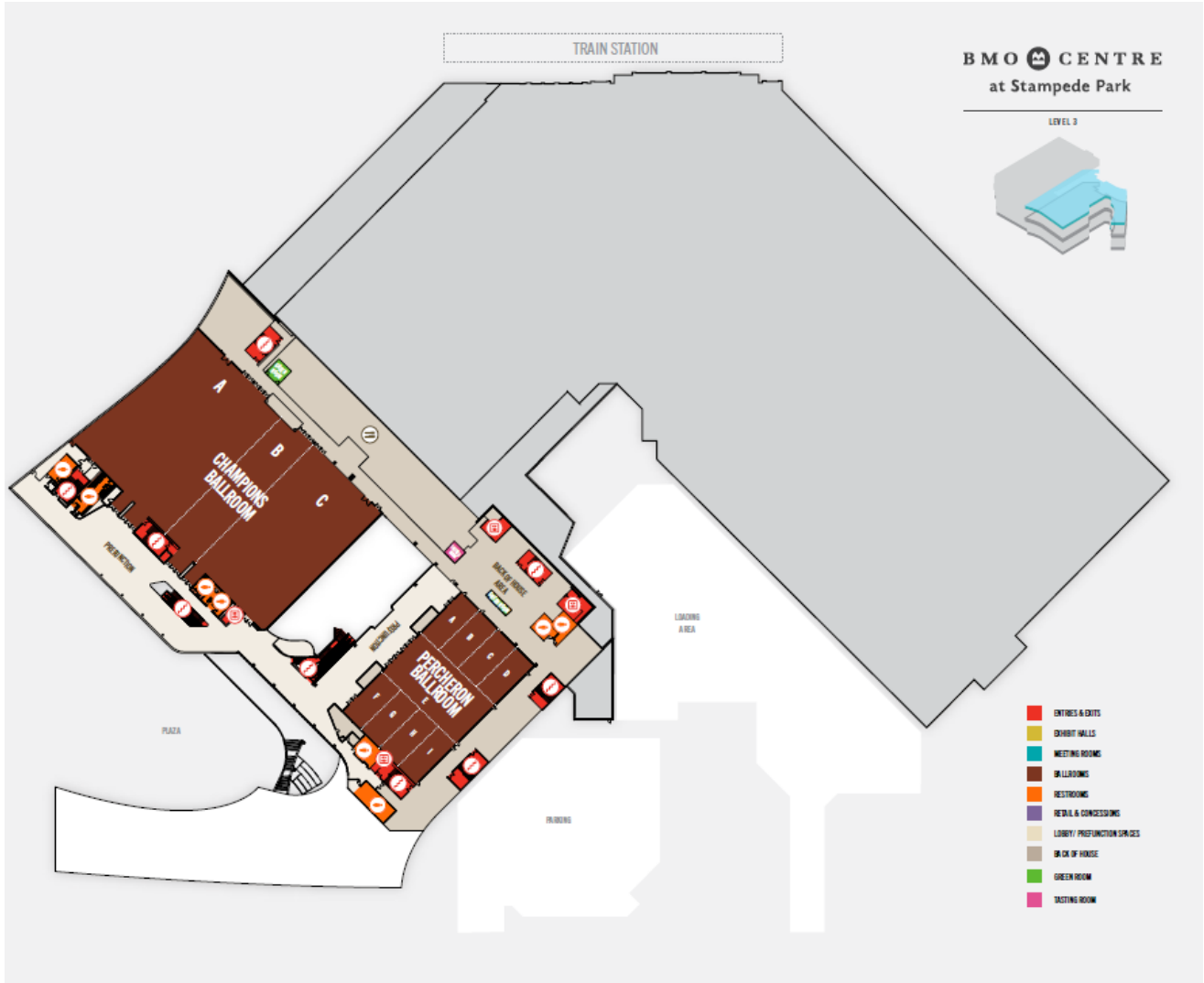
BMO Centre Level 01



BMO Centre Level 02

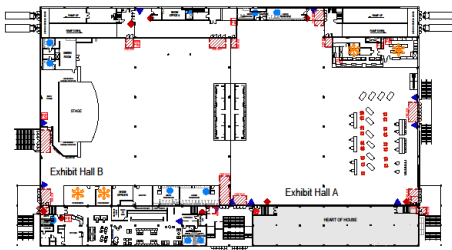


BMO Centre Level 03

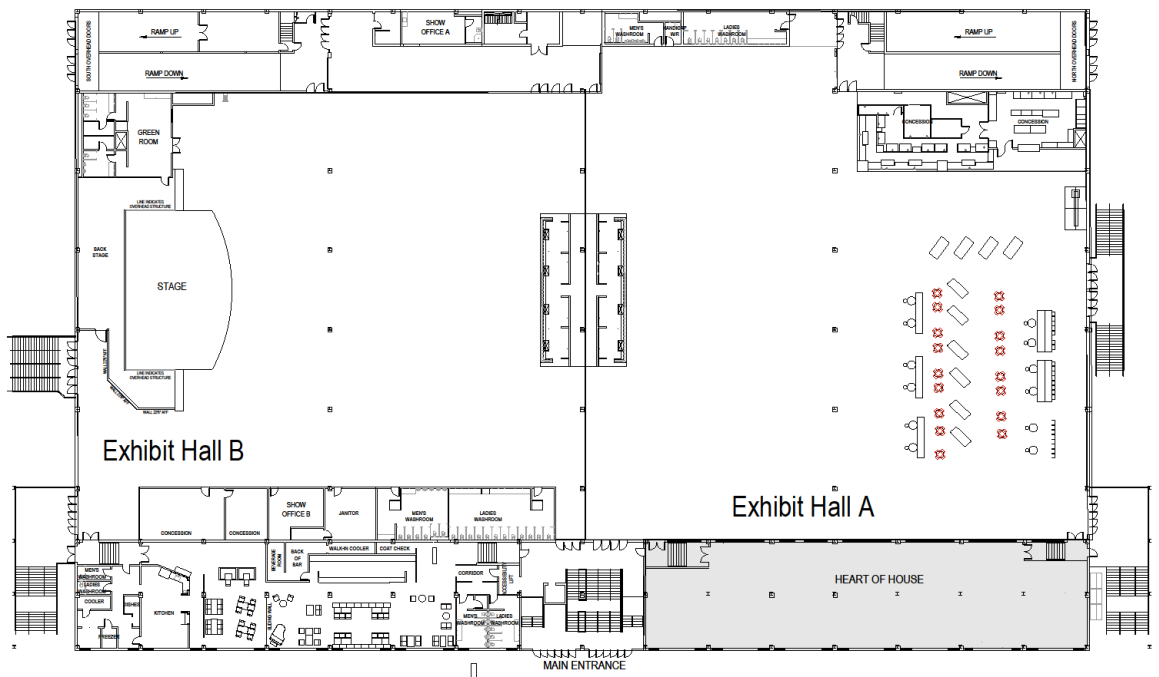


### 8.3.2 Floor Plans: The Big Four Roadhouse

The Big Four Roadhouse Level 02 (main event space)



BIG FOUR UPPER LEVEL

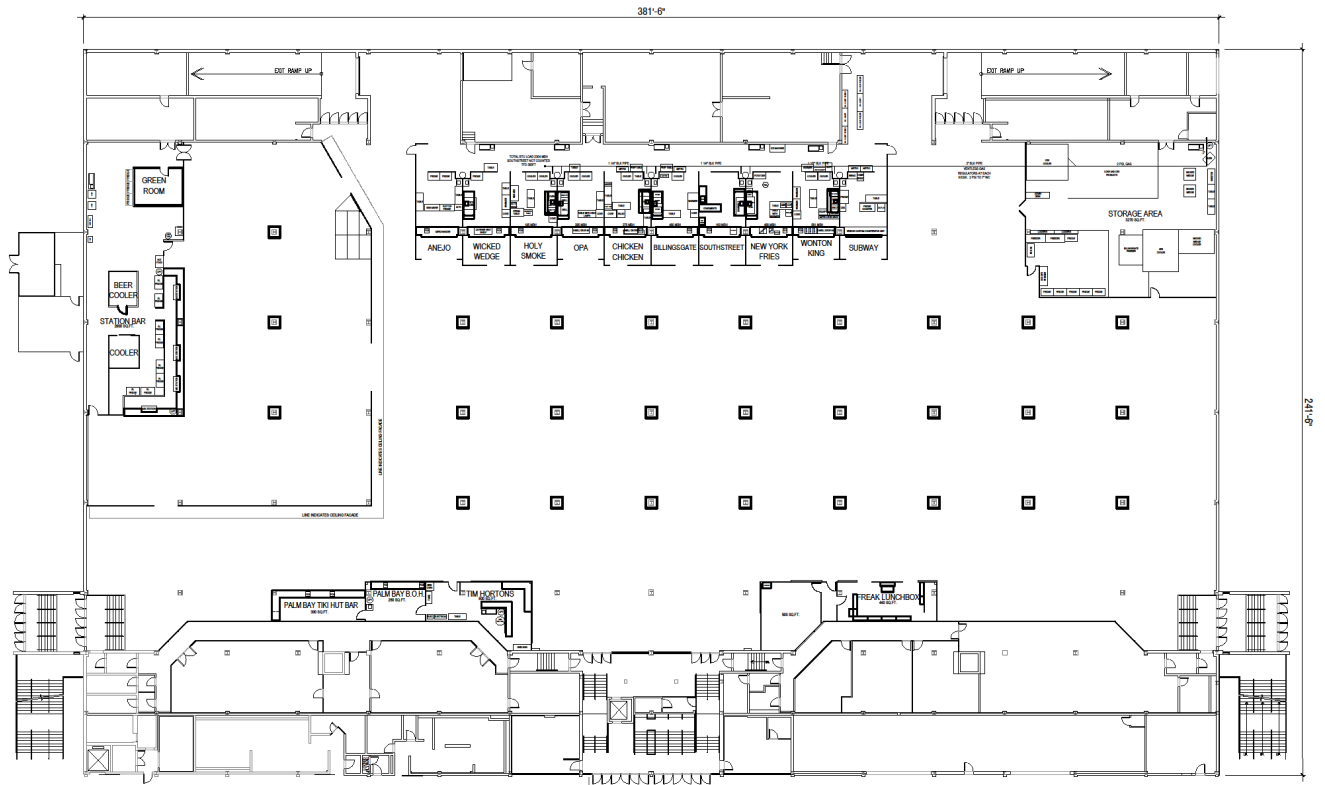


Kitchen, Dining, Bar, 7, 21, 1st Floor & Family Services, Concessions and Eventing, 4th Floor, 1st Event Space, 2nd

**Legend**

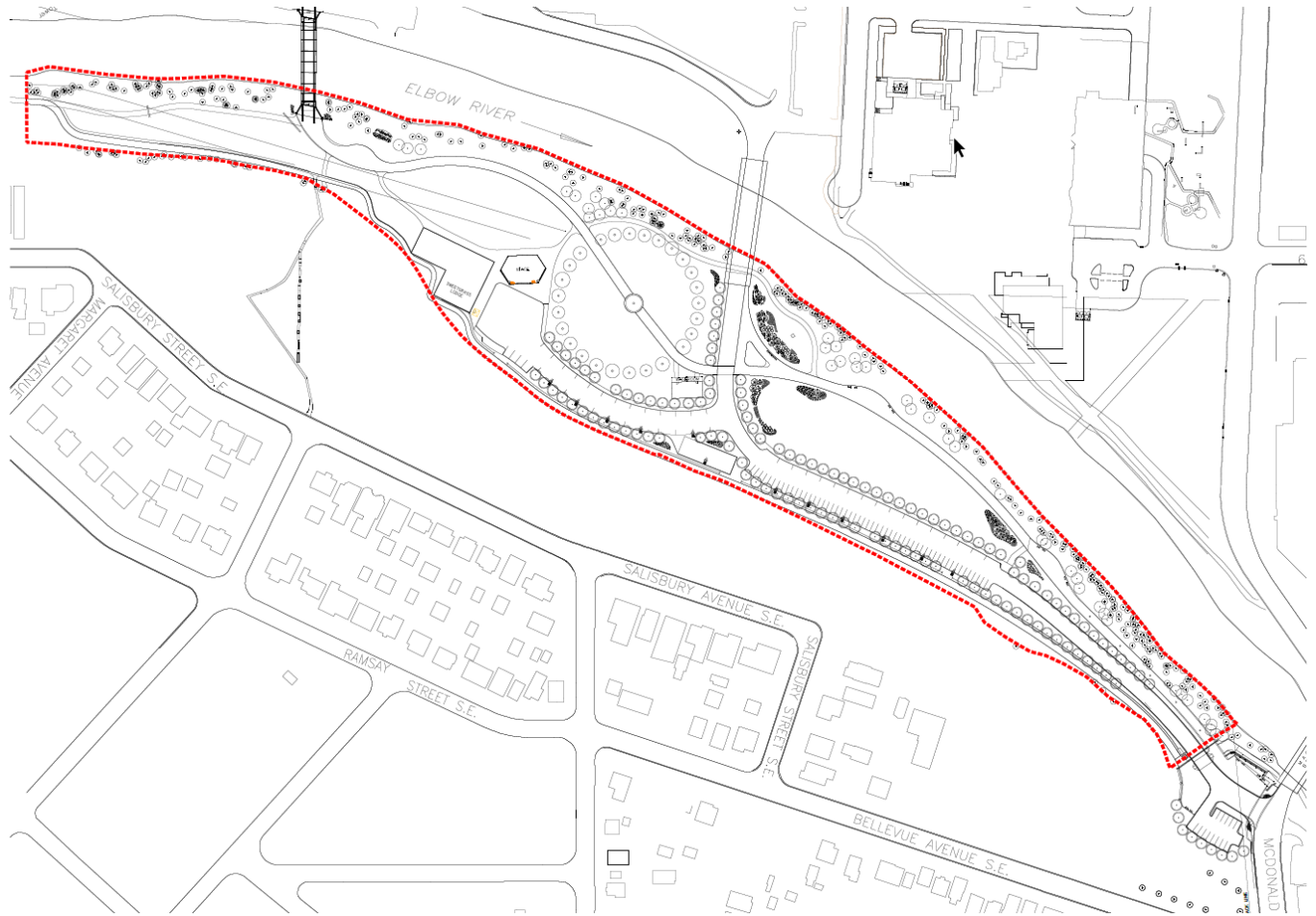
- |                            |                                    |                    |                               |
|----------------------------|------------------------------------|--------------------|-------------------------------|
| ◆ Fire Hose / Fire Cabinet | ● Fire Alarm Panel                 | ⊕ Medical Services | ✿ Food Services/Concessions   |
| ☒ Fire Extinguisher        | ● Sprinkler Room                   | ● Washrooms        | ⊙ Gas                         |
| ☒ Fire Exit                | ● CFD Fire Connection              | ⊗ Floor Drain      | ■ Concrete Column,            |
| ▼ Pull Station             | ♥ Automated External Defibrillator | P Power Panel      | ▭ Loading Door/Overhead Doors |

The Big Four Roadhouse Level 1 (lower level)



### 8.3.3 Floor Plans: ENMAX Park

ENMAX Outdoor Space

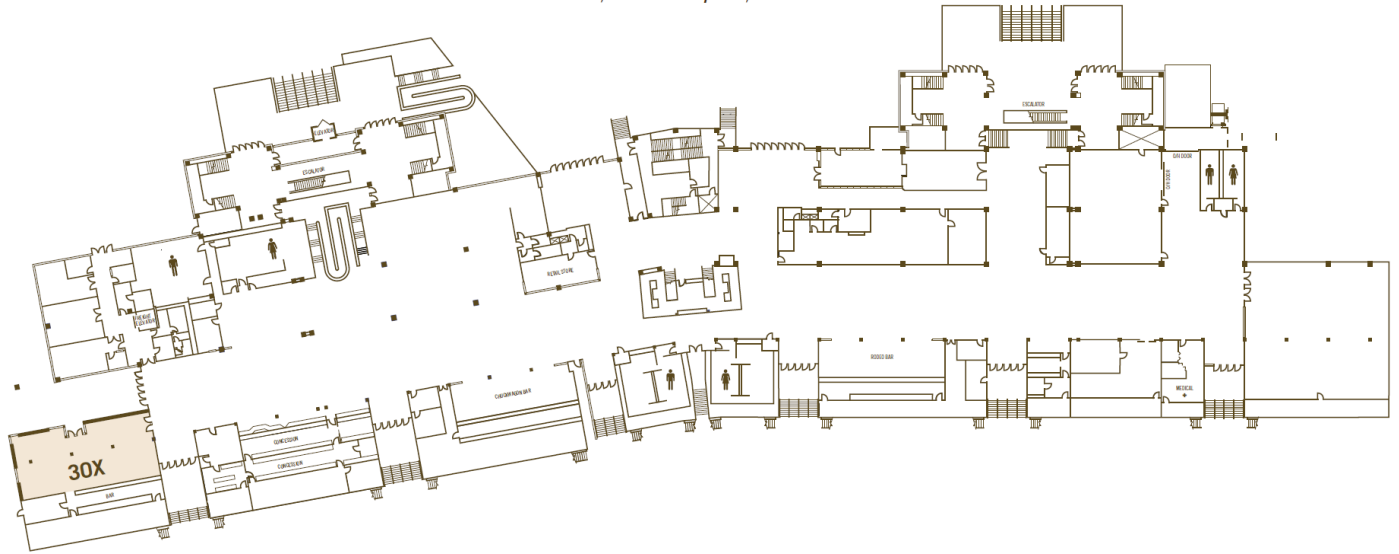




### 8.3.4 Floor Plans: GMC Stadium

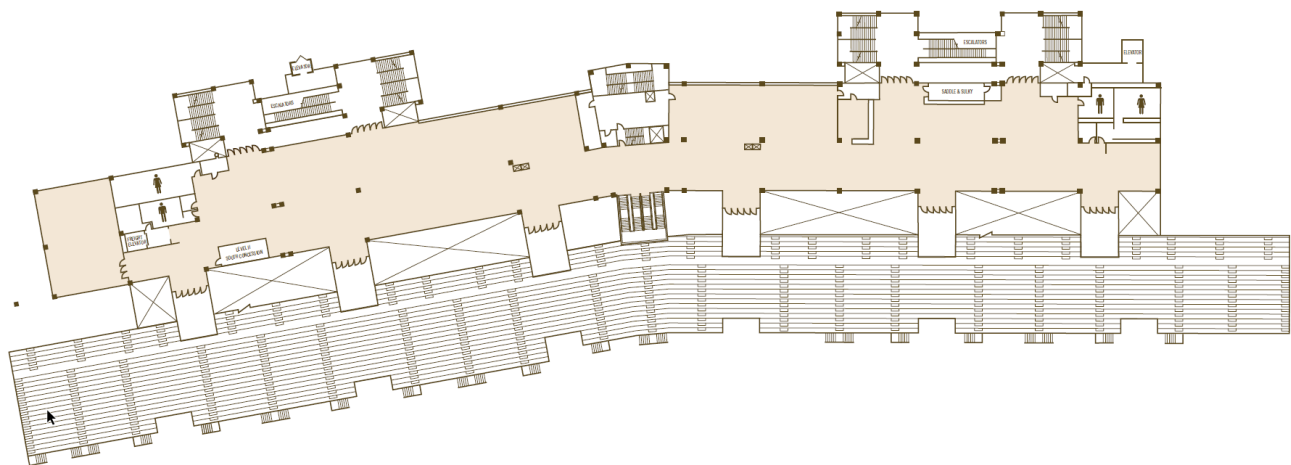
#### GMC Stadium Main Level

34,158 ft<sup>2</sup> / 3,173 m<sup>2</sup>



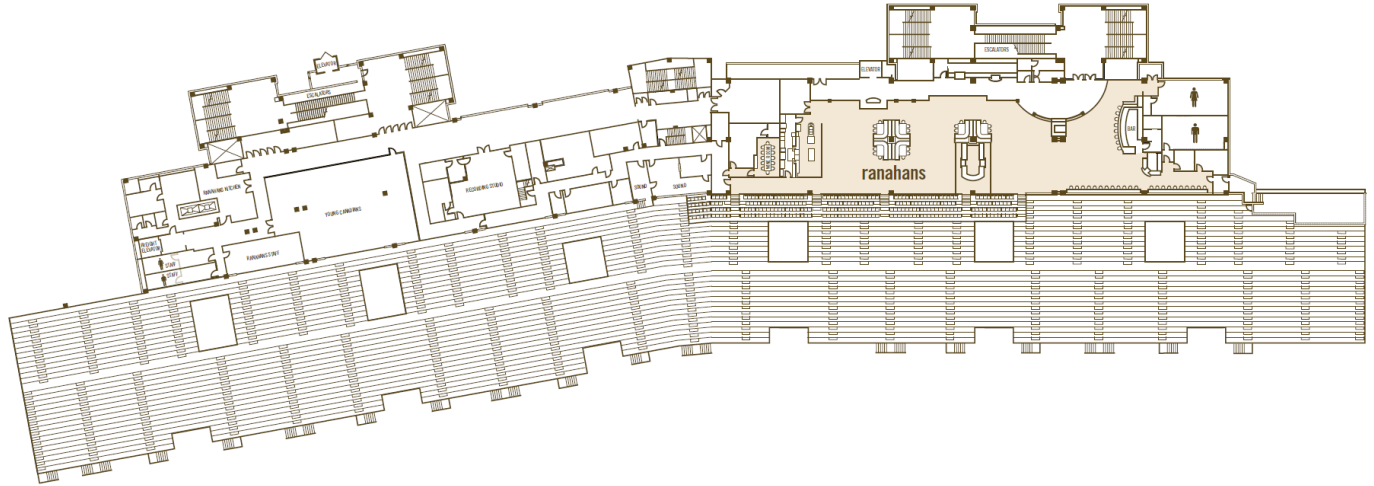
#### GMC Stadium Level 02

21,487 ft<sup>2</sup> / 1,996 m<sup>2</sup>



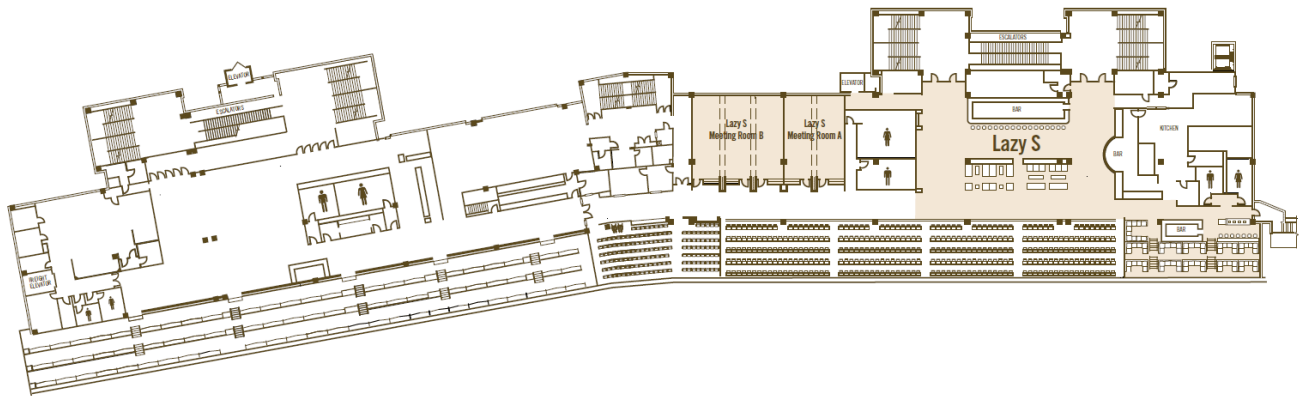
GMC Stadium Level 03

13,500 ft<sup>2</sup> / 1,254 m<sup>2</sup>



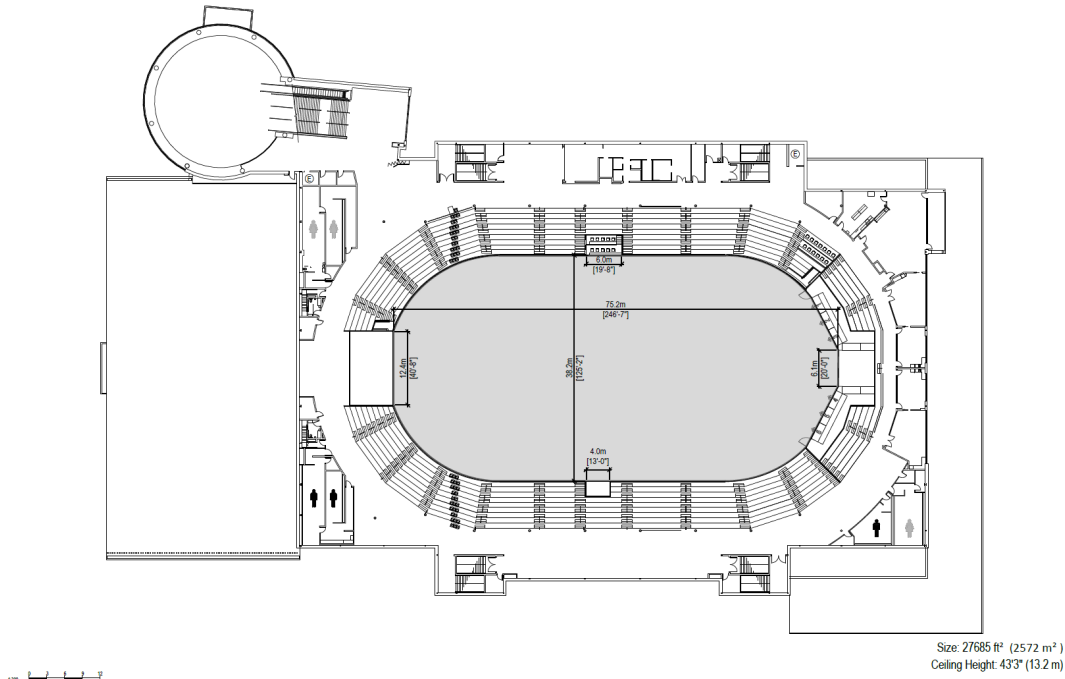
GMC Stadium Level 04

Lazy S Meeting Room A – 936 ft<sup>2</sup> / 86 m<sup>2</sup>  
Lazy S Meeting Room B – 1404 ft<sup>2</sup> / 130 m<sup>2</sup>

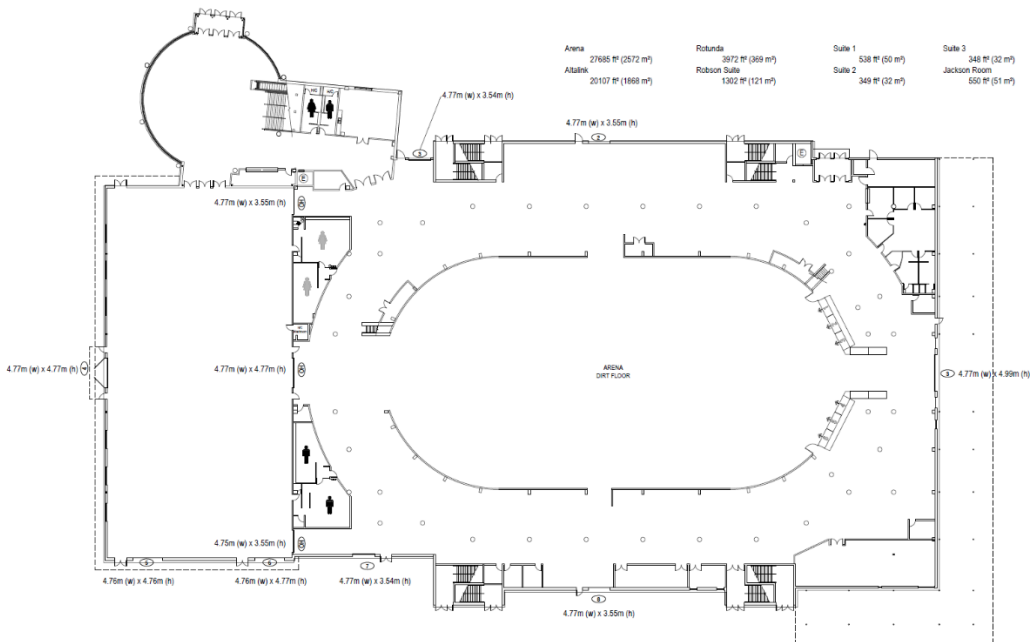


### 8.3.5 Floor Plans: Nutrien Western Event Centre

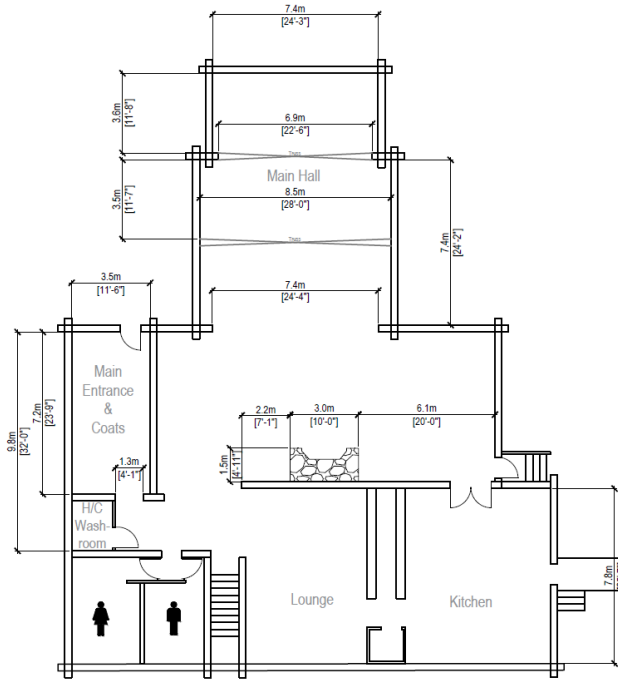
#### Nutrien Western Event Centre Arena



#### Nutrien Western Event Centre Details



### 8.3.6 Floor Plans: Rotary House



Size: 2745 ft<sup>2</sup> (255 m<sup>2</sup>)  
 Ceiling Height: 7'4" (2.3 m)

## 8.4 TERMS AND ABBREVIATIONS

These terms and abbreviations appear in this Event Planning Guide and are defined here for your convenience.

Term	Definition
ACP	Advanced Care Paramedics
AED	automated external defibrillator
AEDARSA	<p>Alberta Elevating Devices and Amusement Rides Safety Association</p> <ul style="list-style-type: none"> <li>• brings independent oversight to the installation and ongoing safety compliance of elevating devices, amusement rides, and passenger ropeways throughout Alberta</li> <li>• governs all devices, including sign-off and inspections</li> </ul>
AGLC	Alberta Gaming, Liquor, and Cannabis
AHS	Alberta Health Services
air wall	moveable panel used to subdivide a larger area into smaller areas
AV	audio-visual
Ambassador	provides your attendees with ushering, ticket-taking, access control, directing, and response to guest inquiries
Attendee	person in attendance that is not Organizer, Exhibitor, or personnel
CCTV	closed-circuit television also known as video surveillance
the BMO Centre	venues managed by Calgary Stampede Event Management, including BMO Centre, Rotary House, The Big Four Roadhouse, Rotary House, Nutrien Western Event Centre, Enmax Park, GMC Stadium, and all outdoor spaces on Stampede Park also known as the BMO Centre at Stampede Park
CFD	Calgary Fire Department
Client/Event Organizer	<ul style="list-style-type: none"> <li>• person(s) who books space from the BMO Centre for an event</li> <li>• primary contact for the Sales and Event Management team</li> <li>• often the Event Organizer, who may also be the primary contact for Exhibitors</li> <li>• divides the space, often into booths, for the use of Exhibitors</li> <li>• responsible for ensuring compliance with all applicable legislation, regulations while occupying the premises on Stampede Park</li> <li>• obtains and pays for all licenses, permits and approvals</li> <li>• may also be referred to as Licensees and Event Organizers</li> </ul>
COD	cash on delivery
Competitors	participants in national and international western competitions, including rodeos
CPS	Calgary Police Service
CRTC	Canadian Radio-television and Telecommunications Commission
CT	Calgary Transit
Draping	transforming a venue, space, or wall to achieve a pleasing result
Entandem	<ul style="list-style-type: none"> <li>• joint venture between RE:SOUND and SOCAN that simplifies the licensing process to ensure music creators are compensated</li> <li>• use of live and/or recorded music at Centre events requires a license and the Event Organizer is subject to Entandem fees</li> </ul>
Exclusive Supplier	suppliers of services on Stampede Park, no alternate providers are permitted

Term	Definition
Exhibitor	<ul style="list-style-type: none"> <li>obtains a space or booth from the Event Organizer</li> <li>orders services from the Exhibitor services order form online to get their booth ready, in addition to assistance with the move-in and move-out process</li> <li>also known as Vendor</li> </ul>
Exhibitor Concierge	team that is at the service of Exhibitors for the duration of an event, including move-in and move-out
Exhibitor Services Order Form Package	online package for Exhibitors provided by the Centre’s Exhibitor Services team, orderable at <a href="http://exhibitor.calgarystampede.com">exhibitor.calgarystampede.com</a>
GBAC STAR	Global Biorisk Advisory Council accreditation program that verifies that Calgary Stampede implements the best practices to prepare for, respond to, and recover from outbreaks and pandemics like COVID-19
show services and transportation company	<ul style="list-style-type: none"> <li>display company hired by the Event Organizer to set up their show</li> <li>primarily provides pipe and drape, and carpet</li> <li>for larger events, Global does the receiving and marshalling</li> </ul>
Guest	<ul style="list-style-type: none"> <li>invitee who receives a pass to an event</li> <li>may also be an Attendee</li> </ul>
HIAC	Hazard Identification, Assessment, and Control
Licensee	<ul style="list-style-type: none"> <li>see Event Organizer</li> <li>may also be referred to as Event Organizer</li> </ul>
LMS	Logistics Management System by Voyage Control™
LRT	Light Rail Transit C-Train system run by Calgary Transit
OB	outside broadcasting
OHS	Occupational Health and Safety
Organizer	<ul style="list-style-type: none"> <li>see Client</li> <li>plans and organizes an event on behalf of the Client</li> <li>may also be referred to as Client or Licensee</li> <li>potentially different than the Client, who signs the Event Contract</li> </ul>
PCP	Primary Care Paramedics
PPE	personal protective equipment
preferred Suppliers	<ul style="list-style-type: none"> <li>recommended Supplier for specific services on Stampede Park</li> <li>Event Organizer may select alternate suppliers, possibly with additional charges</li> </ul>
PSAV	previous company name for Encore AV
SDS	Safety Data Sheet
SICO	Sico America Inc. provides crowd control barriers for concerts and other events
staging	<ul style="list-style-type: none"> <li>preparation required for an event</li> <li>includes obtaining business licenses, special event permits, building permits, and health and safety approvals</li> </ul>
TDG	Transportation of Dangerous Goods
VERP	Calgary Stampede Visitors Emergency Response Plan
Voyage Control™	online Logistics Management System (LMS) used by Event Organizer, Suppliers, and Exhibitors to reserve convenient time slots for the loading dock apron for an event’s move-in and move-out

Term	Definition
WHMIS	Workplace Hazardous Materials Information Systems

## 8.5 CONTACT LIST

### 8.5.1 Calgary Stampede

General Inquiries

Email [events@calgarystampede.com](mailto:events@calgarystampede.com)

Phone 1403.261.0531

Exhibitor and Contractors designated Entrance

Access through north entry, Stampede Trail and 13 Ave S.E.

East side of BMO Centre near loading dock door 16 ([link to map](#))

Parking access at Stampede Park

There are three main entry locations to access parking lots:

South entry, 25 Avenue and 4 Street S.E. ([link to map](#))

North entry (Palomino), 12 Ave. and 3 St. S.E. ([link to map](#))

North entry, Stampede Trail and 14 Ave. S.E. ([link to map](#))

West entry, 17th Ave S.E. and Flores LaDue Parade S.E.

Exhibitor services team

Email [Exhibitorservices@calgarystampede.com](mailto:Exhibitorservices@calgarystampede.com)

Phone 1403.261.0377

Exhibitor Order Link <https://venues.calgarystampede.com/services/>

Lost and Found

Location Big Four Building office, upper level on the north side

Email [lostandfound@calgarystampede.com](mailto:lostandfound@calgarystampede.com)

Phone 1403.261.9347

Stampede Dispatch 24-hour emergency communications centre

Phone 1403.261.0595 for emergency

Phone 1403.261.0224 for non-emergency

Incoming Shipments

Please advise your Event Manager of any materials being shipped to the venue for your event, as well as any anticipated return shipments post event. All shipments should be labelled with your event name, date(s), and venue name, and addressed to:

BMO Centre

1912 Flores LaDue Parade S.E.

Calgary, AB, T2G 2W1



