

Scotiabank Calgary Marathon 2020

Expo:

Friday, May 29th

Saturday May 30th

Race: May 31st

Scotiabank®

**CALGARY
MARATHON**

Exhibitor

Handbook

Reach over 20,000 health and fitness enthusiasts at the 2020 Scotiabank Calgary Marathon Health and Wellness Expo and over 30,000 participants and spectators on race day. This is an ideal opportunity to introduce your health and wellness related products and services to Scotiabank Calgary Marathon participants, their friends and family members.

The Expo and race day festivities are free and open to the public.

Timetable

Date:	Set Up Time:	Open to Public:
Thursday, May 28 th	2:00pm – 8:00pm	
Friday, May 29 th	8:00am – 10:00am	11:00am-8:00pm
Saturday, May 30 th		10:00am – 6:00pm

Important:

*in order to keep to a critical timeline, all booths requiring special licenses (ie. serving food), with tents, or with additional needs must be set up by 8pm on Thursday, May 28th. Basic booth setups (i.e. no tents, power, or internet) must be set up by 10am Friday morning

If you need to make special arrangements to deliver items, please see "Trade show services/Deliveries" on page 2.

Please review the information in this document carefully as important vendor information is contained within. If the document does not address your question, contact the Calgary Marathon office marketing@calgarymarathon.com or 403 264 2996 for further assistance.

Booth Construction

Canopies, tents & overhead structures?

Canopies **MUST** have a tag attached to the tent that states the Canadian fire certification on the tag (the certification is CAN/ULC-S109). If it does not have this certification, the fire department will ask the exhibitor to take the tent down.

Do you have any large banners and any large amounts of fabric (for example larger than 5 feet by 5 feet) as part of your display?

Large banners or large amounts of fabric must have the same Canadian certification (CAN/ULC-S109). Please have this certification ready in your booth for the fire inspector. If it is not certified, the exhibitor can do a flame test on a small piece of the fabric and have this ready for the fire department with their booth. The flame test guidelines are also attached.

Do you have any fresh cut trees, wood chips, or hay bales as part of your display?

Any fresh cut trees need to be tagged with the date they were cut. Any wood chips etc. must be treated/sprayed with a fire retardant chemical.

Electricity & Internet at booth

Internet/electricity is ordered directly through the Calgary Stampede Event Services. The Stampede can be reached at 403-261-0377 or by email at eventservices@calgarystampede.com

Booth Space Includes

Each booth space includes 1 skirted table and 1 chair; if no table or chair is required please let us know as before May 1st, 2020 by emailing marketing@calgarymarathon.com.

***Electricity is not included in booth cost and must be ordered and paid for separately by contacting eventservices@calgarystampede.com.**

Food Sampling

If you are sampling/handling food/beverage products and/or selling food/beverage products, please fill out the Alberta Health Services Form and the Stampede Concessionaire forms attached and return them to us no later than May 1st.

Virtual Race Bag

As you may be aware we offer a paperless race package during race weekend, However we still want to give all the participants a chance to cash in on great offers from our exhibitors and sponsors virtually. If you are interested you can be included in our Virtual Race Bag. For more information please contact: marketing@calgarymarathon.com

Virtual Race Bag Stats

Last year we had over 8500 people view our Virtual Race Bag with the average visitor viewing race bag contents twice.

Race guide - Advertising Space is Available

Connect with over 10, 000 participants by advertising in our 56th Anniversary Race Magazine. This is a great way to further promote your business and offer discounts. Watch for an invitation from Impact Magazine.

Trade show services/deliveries

Global Convention Services Ltd. is our trade show supplier and if you need anything from material handling, to booth set-up, deliveries or special rentals, please contact them before race weekend at pziwani@globalconvention.ca

Teardown

Teardown will take place on the last day of the expo once all public have cleared the building. Booths must remain in place and may not tear down before 6:00pm on Saturday, May 30th.

BOOTH NUMBER

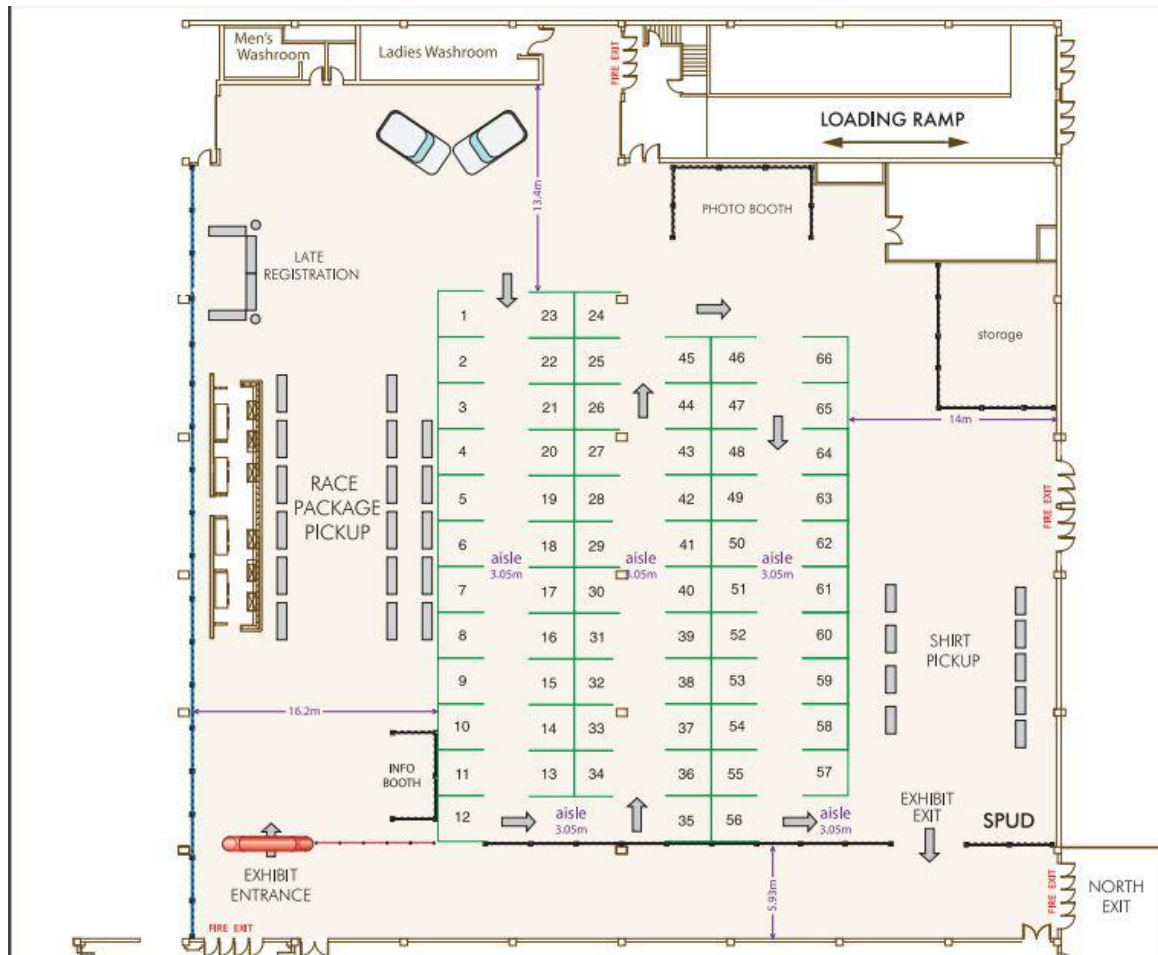
Your booth # and a floor layout will be emailed to you in May prior to race weekend. Booths will be numbered and a team will be on site to help you locate your booth. Booth assignment is final and cannot be moved for any reason.

Please note: Standard Stampede Parking rates do apply for expo at \$15.00 per day.

Exhibitor registrations are fully confirmed when:

- (a) The online registration form is complete;
- (b) The exhibitor agreement is returned to the Calgary Marathon Society;
- (c) CMS contacts exhibitor with notification of acceptance
- (d) When full payment is received.

For more information call 403-264-2996 or email at marketing@calgarymarathon.com.



The Expo layout is available online for Exhibitors to select their preferred booth space however booths are assigned at the discretion of Run Calgary. Exhibitors will be notified of their application acceptance no later than the end of February and booth assignment in May before the expo. BOOTH LAYOUT SUBJECT TO CHANGE.