



6693 30th Street SE
Calgary, AB T2C 1N6

Dear Exhibitor,

Global Convention Services is pleased to be appointed by Show Management as the Official Show Display Contractor for the 2026 Calgary Expo. We are excited to support you throughout this event and ensure you have a smooth and successful exhibiting experience.

In the following page, you will find essential details to help you prepare for the show, including booth information and key deadlines to facilitate a seamless exhibition.

You will also receive a **Welcome Letter** from us by email. This letter will provide a direct link to our online ordering portal where you can **create a new account or sign in** if you have previously used our services. Through this portal, you will be able to place orders for booth rentals, custom graphics, hardwall upgrades to enhance your booth presence, and manage your shipping and material handling requirements.

Please note that **only the primary contact listed for your company will receive the Welcome Letter** and have immediate access to the portal using their email address. As our system allows **only one primary contact per booth/company**, any additional team members who do not have an existing account and require access must contact our Exhibitor Services Department directly. We will be happy to set up their individual login and password.

We are pleased to offer **special discounted rates** on many of our services. To take advantage of these savings, please place your order online **no later than April 3, 2026**.

If you have any questions or require assistance at any point, please contact our Exhibitor Services Department at 587-324-4821 or ahobmaier@globalconvention.ca. Our team is readily available to support you.

Thank you, and we look forward to working with you.

Wishing you a smooth and successful Calgary Expo.

Sincerely,
Global Convention Services



SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES
6693 30th Street SE, Calgary, AB, T2C 1N6

Phone: (587) 324-4821
Email: ahobmaier@globalconvention.ca

BOOTH EQUIPMENT

Each 10' wide x 10' deep Standard Booth Package consists of the following:

- * 8' High Backwall Drapes and 3' High Sidewall Drapes
- * One (1) 8' Show Colour Skirted Table - White Vinyl, Skirted on 3 Sides
- * - Corner booths receive one (1) additional table
- * Two (2) Folding Chairs

Each 6' wide x 6' deep Artist Alley Booth Package consists of the following:

- * One (1) 6' Show Colour Skirted Table - White Vinyl, Skirted on 3 Sides
- * Two (2) Folding Chairs

Each 12' wide x 6' deep Premium Artist Alley Booth Package consists of the following:

- * 3' High Backwall Drapes
- * Two (2) 6' Show Colour Skirted Table - White Vinyl, Skirted on 3 Sides
- * Two (2) Folding Chairs

** The Trade Show floor is NOT carpeted. Refer to the Carpet Order Form to rent carpet for your booth.

^^ Power, internet, and sign/banner hanging are provided by Calgary Stampede. Link below.

[Calgary Stampede Exhibitor Ordering Portal](#)

PRICING DEADLINES

In order to receive discounted rates on selected items, we must receive your order and payment by the advance price deadline. Orders received after this date will be subject to Retail prices.

ADVANCE PRICE DEADLINE
April 3, 2026

Ordering for this event will be available until the ordering deadline. Please contact our Exhibitor Services Department for availability after this date.

ORDERING DEADLINE
April 17, 2026

EXHIBITOR MOVE-IN

| | | | | |
|-----------|----------------|---------|---|---------|
| Wednesday | April 22, 2026 | 7:00 AM | - | 7:00 PM |
| Thursday | April 23, 2026 | 7:00 AM | - | 2:00 PM |

EXHIBITION DATES

| | | | | |
|----------|----------------|----------|---|----------|
| Thursday | April 23, 2026 | 2:00 PM | - | 9:00 PM |
| Friday | April 24, 2026 | 11:30 AM | - | 9:00 PM |
| Saturday | April 25, 2026 | 9:30 AM | - | 11:00 PM |
| Sunday | April 26, 2026 | 9:30 AM | - | 5:00 PM |

EXHIBITOR MOVE-OUT

| | | | | |
|----------|----------------|---------|---|----------|
| Thursday | March 26, 2026 | 5:00 PM | - | 10:00 PM |
|----------|----------------|---------|---|----------|

MATERIAL HANDLING

** Global Convention Services does not offer shipping, customs, or brokerage services. Please refer to the Material Handling pages for further information, costs and shipping labels.

ADVANCE SHIPMENTS: To arrive between the dates indicated below. Freight received at advance warehouse prior to or after these dates will be subject to a 20% surcharge.

START DATE **Wednesday, March 25, 2026**

END DATE **Wednesday, April 15, 2026**

To expedite the move-in process, we highly recommend sending all materials to the Global Advance Warehouse.

** In the event that a forklift is not available on show site for this event, additional fees will apply if a forklift is required for your materials.

** Additional fees may be incurred if freight requires special handling from/to receiving doors to booth space due to venue restrictions or limitations.

DIRECT TO SITE SHIPMENTS: To arrive during scheduled exhibitor move-in times only!!!

** Freight received at venue in advance of exhibitor move-in risk having freight either refused by the venue or re-directed to Global Advance Warehouse, with expenses and fees billed back to exhibitor.

** **Please note: All freight shipped to the BMO without a designated receiver onsite to deliver it to the booth will be subject to material handling fees. Refer to pages 9-13 for all Global material handling rates. *****

POST-SHOW STRANDED FREIGHT: Any freight left on the show floor at conclusion of Global tear-down will either be shipped by the official carrier or re-directed to Global Advance Warehouse with all costs billed back to exhibitor.