



NORTHLANDS

2017 EXPO CENTRE VENUE GUIDE



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1: Welcome to Northlands

Welcome to Northlands and the Edmonton EXPO Centre!

A hub of activity in Edmonton and the northern Alberta region, the Edmonton EXPO Centre at Northlands is largest venue of its kind west of Toronto. Millions of guests visit the Edmonton EXPO Centre annually to take part in hundreds of conventions, catered events, graduations and more. In addition to hosting attractions, exhibits, cattle shows and horse sales during Northlands Events, this venue is the destination for large consumer and trade shows.

Northlands is also a proud agricultural society, not-for-profit community service organization and economic driver in the City of Edmonton. With a 138-year history, Northlands' nearly 160 acres proudly hosts hundreds of events every year.

Northlands is the destination for excitement in the capital region. In addition to the Edmonton EXPO Centre, Northlands is proudly owns and operates Northlands Park Racetrack & Casino, Alberta's premiere horseracing facility and the Northlands Coliseum, which hosts some of the best sporting events and concerts in the country.

As a community-service organization, Northlands invests more than \$1 million of cash and value into the community annually. We continuously support more than 80 charitable organizations including the United Way, Kids Up Front and Make-A-Wish Foundation Northern Alberta.

We're pleased you've chosen this venue to host your event and our team looking forward to help making it a successful one.

Thank you for making Northlands your destination.

Sincerely,

Tim Reid
President & CEO
Northlands

2: Meet Your Edmonton EXPO Centre Venue Team

Sales Team

Our friendly sales team is your first point of contact and will be your go-to contact through the booking and contract process. They will work with you to review your projected dates, space needs, rate structures and proposed event requirements. An event will be regarded as contracted following the execution of a License Agreement and payment of deposit. If you are less than 12 months from your event and you have not executed a contract, please contact our sales team so we can help expedite the process.

Contact us: salesinfo@northlands.com

Phone: 780.471.7377

Event Entertainment & Operations Team

Once your contract has been executed, an Event Manager or Catering Sales Manager will begin working with you. Consider your Manager as your greatest asset. They will become an integral part of your event team, your central conduit of information during the planning process, and your 'go-to' person once you arrive on site.

Contact us: info@northlands.com

Phone: 780.471.7210

Exclusive Service Providers

We are proud to partner with our exclusive and preferred service providers. They work within our venue every day and provide an impressive level of service. You may request their services directly, through your Event Manager or Catering Sales Manager.



Bee-Clean was born out of the vision that we could create a true leader in the Janitorial Services Industry. Every company in every industry claims to be the best at what they do. That's how sales are made and business completed. In reality there can only be one "best"—only one true leader. Bee-Clean set the standard in the Janitorial Industry and we continue to raise the bar for all of our competitors to work towards. We are dedicated to the goal of reducing overhead and containing costs while simultaneously sustaining gains in workforce productivity. We give attention to the balance between managing costs and leveraging value.

Email: support@beeclean.net

website: bee-clean.com

SHOWTECH POWER & LIGHTING

ShowTech Power & Lighting is Canada's leading provider of temporary lighting, electrical, mechanical and production/staging services for trade and consumer shows, conventions and corporate events. For over 60 years we have provided the Show and Convention industry with the highest level of service to 21 facilities and over 3000 events annually coast to coast. Through the years events have grown, facilities are far superior, the pace is faster but our commitment remains the same - industry leadership through respected, professional, full service operations.

Email: sales@showtech.ca

website: showtech.ca

ticketmaster®

Ticketmaster is the world's leading ticketing company, operating in 19 global markets, providing ticket sales, ticket resale services, marketing and distribution through its website, one of the world's top 10 e-commerce sites on the Internet.

website: ticketmaster.ca



Coca Cola is the exclusive provider of non-alcoholic beverages for all Northlands venues and events. This includes soda, juice, energy drinks, and water. No other non-alcoholic beverage brands may be sold or distributed at Northlands.

Preferred Service Providers



GES is Canada's largest trade show and event decorator and proud to be a partner at the Edmonton EXPO Venue. Our full service operation specializes in pre-show planning, floor plan design, draped and hard wall booths, furniture rentals, logistics, material handling, graphics and design. GES is the official contractor for the Alberta Gift Fair, The Edmonton Motorshow and Northlands Events, just to name a few. Our experienced staff are ready to work with you on all your trade show and event requirements.

Email: edmonton@ges.com

Website: ges.com



Production World is the exclusive supplier of live event production services for all Northland Events, such as K-Days, Farmfair International, and the Canadian Finals Rodeo. They are also the preferred supplier for all other 3rd party events at the Edmonton EXPO Centre - including corporate events, live shows, concerts, and conferences.

Production World is an award winning, full service, live event production company, serving corporate and industry clients. Events include award galas, fundraisers, grads, branding events and more. Our range of services includes event and staging design, scripting, staging, rigging, lighting, live sound & sound reinforcement, stage management personnel, video mapping and live video capture to a variety of big screens - including Kimovision (14' X 40'). PW also offers post production in video editing, which includes a custom built, in-house, green-screen studio – allowing for the production of event specific, corporate, and web videos.

Email: info@productionworld.ca

Website: productionworld.ca

3: SAFETY AND SECURITY

Northlands is committed to creating a safe, comfortable and enjoyable entertainment experience. Guests have a right to expect an environment where they will be treated in a consistent, professional and courteous manner by all building personnel. Northlands is the exclusive provider of venue and event security. Security personnel are trained to intervene when deemed necessary and will use their best discretion to help ensure that guests have a safe experience, however venue security is not responsible for goods and property within specific event spaces.

Staff, clients, contract labor and all others working on Northlands property shall at all times adhere to all applicable federal, provincial and local laws, regulations and standards related to safe working conditions and practices.

Please ensure that your staff, exhibitors and contractors are familiar with the 7: APPENDIX / ATTACHMENTS

Appendix A: Life Safety and Emergency Alert Notification. This document contains important information relating to emergency procedures.

Building Security

Northlands has 24-hour grounds wide security which is supported by both cameras and alarm systems. Cameras can scan internal and external public areas and Mobile Security staff can be dispatched quickly to investigate situations needing immediate attention.

Please ensure that all members of your operational team are aware of the following emergency telephone number:

Security Dispatch 24 HOURS: 780.471.7171

Event Security

Northlands is the exclusive provider of event security. Deployment of licensed security will take effect during all overnight move in/out periods when show staff and/or exhibitors are not in the venue. When events are in progress, overnight security requirements will take effect after show conclusion until show opening the following day. We require one security person scheduled within each enclosed hall space.

Your Event Manager will work with our security management team to determine appropriate staffing levels. A risk assessment will be conducted by our Security Team to determine the staffing levels based on the size and nature of your event.

We recommend that you consider event security within your event spaces and for your activities that may have special security requirements. It is important to share your intended program of activities as soon as possible with your Event Manager.

Some areas to consider and highlight for your Event Manager are:

- Special guests, speakers or celebrities
- High profile companies and organizations
- Controversial themes
- Past history of conflicts

Fire and Safety Regulations

As our number one value, safety is a top priority in everything we do. These regulations are designed to create and maintain a heightened level of awareness of safety within Northlands grounds. The objective of these requirements is to limit potential hazards. Following these procedures and abiding by these requirements as well as the Alberta Fire code will prevent costly delays and changes to show designs, and will ensure the safety of employees and guests. Please refer to [Appendix B: Fire Regulations](#)

First Aid Services and Guidelines

Certified first aid coverage or Emergency Medical Technician (EMT) personnel is required for all trade and consumer events at the Edmonton EXPO Centre. First aid staff will be scheduled during move-in, move out, and ½ hour prior to the start of the event until ½ hour after the event closes. For more information please speak to your Event Manager.

All Northlands venues maintain first aid rooms and AED's (Automated External Defibrillators).

The Edmonton EXPO Centre has a fully equipped first aid room located in the gallery in front of Hall C. Northlands Event Security and Mobile Security teams are trained in first aid emergencies including the use of on-site AED's. Our team works in a coordinated manner with the City's fire and emergency agencies. Dial 780.471.7171 from any house phone or alert any Northlands staff member of the need for emergency first aid. Our first aid attendants will respond immediately and if required, will contact external emergency agencies if needed.

As part of our planning process a risk assessment will be conducted for the event to evaluate what level of first aid services will be required at the event.

Pre event planning for Security

Before the event begins, there are several steps which you can take to help ensure a safe and secure event:

- Provide suppliers and contractors with the safety, security and emergency procedures for the venue
- Distribute this information to your staff and request that they familiarize themselves with the details
- Distribute exhibitor information well in advance of the event and draw exhibitors' attention to key safety, security and emergency information
- Ensure your event has a reliable system of accreditation for all participants of your event including staff, delegates, speakers and guests and provide your Event Manager with copies of the accreditation.
- Provide up-to-date exhibitor and supplier lists to your Event Manager
- Consider a planned and structured move-in with specific times for deliveries for your contractors and exhibitors

4: General Rules and Policies

Access Control and Credentials

All personnel working within Edmonton EXPO Centre are required to wear a clearly visible company issued identification badge or show credential. General contractors, decorators and all other affiliated contractors are responsible for ensuring their staff and management team display their credentials from the first day of move-in until move-out is completed.

Show management should supply all exhibitors with show credentials prior to being permitted in the exhibit area. A copy of show credentials as well as restrictions associated with access should be provided to your Event Manager at least seven days prior to the event.

Accessibility

Northlands is committed to meeting the need of all our guests. This includes providing an accessible environment and accommodating the needs of people with special requirements. The venue complies with federal, provincial and local regulations, as well as laws governing accessibility and the rights of persons with disabilities.

Northlands is equipped with accessible amenities such as doors, washrooms, elevators and stage ramps. Any specialized requirements you may have should be discussed with your Event Manager as early as possible.

Accessible Parking

Dedicated accessible parking is available close to the venue. Please refer to [Appendix D: Parking Map](#)

Courtesy Phones

A courtesy telephone is available for local phone calls at the east entrance as well as the central information desk.

Drinking Fountains

Accessible water fountains are located throughout the venue.

Elevators

All levels of the EXPO Centre are accessible by Elevator. [Appendix C: Venue Layout](#) for locations

Personal Assistive Mobility Devices

Northland takes into account physical limitations and provides limited access to non-powered personal assistive mobility devices such as wheelchairs.

Service Animals

Service and guide animals are permitted in all public areas and at all times.

Advertising, Publicity, Promotion

All advertising for events held at a Northlands venue must be coordinated and approved by your Event Manager prior to printing and/or airing. Copies of the Northlands logo are available from your Event Manager for reproduction and inclusion in your literature. The use of any Northlands brand, logo, or name without express authorization is strictly prohibited.

Northlands supports the need to promote your event outside your licensed space. All requests for promotional and / or directional signage outside the licensed space and must be submitted to your Event Manager at least 45 days prior to the first scheduled move-in date. Please see [Signage and Decorative / Promotional Materials](#).

Event tickets may only be sold with approval from your Event Manager once your license agreement is signed. Please see [Ticket Sales & Handling](#).

Animals

Animals or pets, with the exception of properly identified guide or service animals, are not permitted in the venue except as an approved exhibit, activity or performance where the use of animals is integral to the event. All animals must be on a leash or in an enclosed pen, and be under control at all times within the venue. The owner takes full responsibility for their animal, and is responsible for all costs and damages caused by the animal. All animals must be removed from the venue at the end of each day. Approval must be requested at least 7 days prior to the event and include plans for enclosure and waste.

ATM's

Guests will find ATM's located in the Gallery. Please see [Appendix C: Venue Layout](#)

Automobiles

As a general rule, personal vehicles are not permitted into the venue. If absolutely required for booth setup or as part of a display, prior approval is required from your Event Manager in order to facilitate this. Any vehicles entering the venue must provide a copy of automobile liability insurance reflecting \$2 million per occurrence.

Large semi-trailers and oversized vehicles and cranes are not permitted into the Halls without prior approval. Written requests must be made 7 days prior to Move In, and must include the vehicles height, width, length and weight. All detached trailers and cranes must use footpads to prevent damage to the floor.

Vehicles will be required to exit the venue immediately upon unloading/loading and park as directed in the designated exhibitor parking area.

Display Vehicles (Motorized)

Vehicles which are on display are subject to the following conditions:

- Gas tanks must not contain more than a half tank of gasoline or fuel and must be inoperable, e.g. battery and/or ignition are disconnected or the vehicle is locked and the hood cannot be opened from the outside of the vehicle.
- Fuel caps must be taped or locked shut, drip pans are required under all vehicles while inside the venue and keys are to be left with our security team or the Event Manager.
- Vehicles that are equipped with pressurized propane or nitrous oxide tanks must have the tanks professionally purged prior to display in the venue, and must be able to provide paperwork as proof upon request.
- All vehicles must be reviewed and authorised by your event manager immediately upon entering the venue.

Please ensure you are familiar with the [Appendix B: Fire Regulations](#)

Audio Visual Services

Please discuss specific A/V requirements with your Event Manager. Also, please refer to our [Preferred Service Providers](#).

A/V Reproduction & Broadcast

Specific arrangements must be made in advance for live broadcasts from Northlands. Please discuss with your Event Manager or Sales Manager.

Basic Rental Inclusives

Staffing

An in-house Event Manager will be assigned to work with you during the planning process, move-in, event and move-out. They will be your primary connection to Northlands once your event is contracted.

Meeting Rooms

- One (1) meeting room set-up for each contracted meeting room during contracted period.
- *Changes to room setups with less than five (5) business days' notice may incur additional charges.*
- One (1) 8' x 12' riser, one skirted table for head table
- One (1) registration table for each contracted meeting room (if applicable).
- Room set-up and equipment required for food service functions (if applicable).

Ballrooms

- One (1) room set-up for each contracted ballroom during contracted period. *Changes to room setups with less than five (5) business days' notice may incur additional charges.*
- One (1) riser (up to 28' x 40'), two (2) skirted tables for head table.
- One (1) registration table per contracted ballroom (if applicable).
- Room set-up and equipment required for food service functions (if applicable).

Exhibition Halls

- One (1) show management office (subject to availability) with rental of exhibit hall(s), and one (1) table and two (2) chairs.
- *Changes to room setups with less than five (5) business days' notice may incur additional charges.*
- One (1) paging microphone per exhibition area.
- Room set-up and equipment required for food service functions (if applicable).

PLEASE NOTE: Provision of equipment is subject to available Northlands inventory levels and provided on a first-come basis. Revisions to basic service inclusions are at Northlands management's sole discretion. Northlands does not provide tables or chairs for exhibitions or display purposes.

Cancellation

Cancellation policies should be discussed with your Sales Manager prior to requesting your contract. Cancellation details will be referenced in your License Agreement.

Cancellation Policy

A cancellation policy will be developed and defined in your License Agreement. This policy will state the deposit amount, cancellation timeline and breach repercussions.

Coat Check Facilities

Coat check rooms are available upon request. Please speak to your Event Manager. Northlands is unable to accept responsibility for items left in the coat check rooms or on coat racks.

Damages

Any damages to any Northlands property or equipment should be reported immediately to the Show Office or Event Manager.

- If required, the show office will contact Northlands Security at 780.471.7171 to respond. Security personnel will obtain any pertinent information as required for the file, supplying you with a Northlands file number for reference.
- Northlands is not responsible for loss of, or damage to, personal property brought onto its premises however caused. The presence of Security and/or watch personnel does not constitute acceptance by Northlands of any responsibility for the security and safety of your personal property of materials on or near Northlands premises.

Northlands Security provides 24-hour coverage for general building security and the Northlands site. Access control or “watch personnel” are not responsible for goods and property within specific event spaces.

If the venue is not in the same condition as it was received Northlands will make the necessary repairs and include costs for such cleaning and repairs in the client’s settlement. All damage except for normal facility wear and tear is the responsibility of the client. You are encouraged to schedule a pre-walk-through with your Event Manager at a mutually agreeable time on the first day of your event move in. A final walk-through will take place after the event has concluded and an evaluation report will be completed.

Deliveries, Freight and Couriers

Northlands will not accept freight shipments on behalf of exhibitors at any time. Please note that general show/event shipments, product and/or courier items will **not be** received in our venue until contractual commencement of the first move in day. Arrangements must be made with your Show Services Provider (e.g. GES) to act as the “receiver” for all freight. Northlands will not accept freight shipments on behalf of exhibitors. Early shipments will be returned or retained by the carrier at the Shippers expense. Any early Carrier/Courier phone inquiries will be forwarded back to show management. Storage and/or unauthorized trailer staging is not available on our site. Please discuss all event delivery logistics with your Show Services provider and Event Manager, well in advance of your event.

Show Management is responsible for the removal of all event related product/displays at the expiration of the contractual move out period. Any items left behind will be considered waste, and disposed of or recycled appropriately. Unapproved hazardous, large, high volume waste such as metal, crates, pallets, full or partial displays, bulk carpet etc. will be subject to disposal surcharges. Please discuss any additional recycling or disposal needs with your Event Manager.

For information about Canada Border Services Agency, please contact cbsa-asfc.gc.ca or by calling Service in English within Canada: 800.461.9999 Service in English outside of Canada: 204.983.3500

Electrical Cables

All electrical, data and audio visual cables must meet our safety guidelines. Exhibitors may be subject to inspection at any time. Suppliers install their own matting, which will be inspected by the Event Manager prior to the event start.

Electrical Services

Electrical services are supplied by our exclusive supplier ShowTech Power & Lighting. Some 110 Volt outlets may be available along specific show walls. All electrical appliances, electrical cords and electrical connections shall comply with the Electrical Code. Northlands is not responsible for reliability of power provided from these outlets, and reserves the right to remove anything plugged into these outlets.

Please see: [Exclusive Service Providers](#), [Preferred Service Providers](#), and [Appendix B: Fire Regulations](#)

Equipment Care

If any member of your event team including exhibitors, contractors, subcontractors, representatives or, agents damage Northlands equipment or facilities through accident, abuse, negligence or failure to follow the building's operating procedures or policies, the contracted client will be charged the full, current replacement and/or repair costs.

Event Staff

In an effort to deliver an exceptional and safe experience for your event, Northlands will provide required staffing based upon the size and nature of your event. All charges associated with this staffing will be at the client's expense. Additional event staffing requirements should be discussed with your Event Manager.

This information is required a minimum of 30 days prior to the move in event date. All staff cancellations require 48 hours otherwise a minimum charge of four hours per staff member will be incurred. Cancellations during shifts will result in charges for the balance of each shift. Special rates for overtime and statutory holidays may apply.

Staffing additions made less than 48 hours prior to a shift may incur additional charges. Please speak with your event manager about the Staff and Equipment Rate card.

Exhibits

All exhibits must be brought into Northlands via loading dock(s) assigned by your Event Manager. Northlands does not provide furniture, equipment, lighting or specific display items for exhibitor booth use. Please contact your contracted display company for these items.

The public spaces, general public accesses or emergency exits of Northlands cannot be obstructed by exhibits. Doors, fire cabinets, pull stations, signage and house lighting cannot be covered or obstructed at any time. All exhibit layouts require the advance approval of Northlands and need to be submitted to the Event Manager at least one month prior to the event move in.

See [Appendix B: Fire Regulations](#)

Exterior Exhibits / Tents

For safety reasons all tents erected on Northlands property, regardless of size must be approved in advance by Northlands. Exterior structures may require special fire marshal approval. In the event that you may require the use of tents or canopies on the exterior of the venue, contact your Event Manager for additional information. All tents or temporary structures are to be supported with concrete blocks. These should be included within your tent rental agreement as Northlands does not supply concrete blocks. The use of stakes is strictly prohibited.

Facility Inspection

A facility inspection will be scheduled and conducted prior to your move-in and after your move-out with your Event Manager or Event Representative. It is preferred that you are present during these inspections.

Floor Protection

Responsibility for protecting floor areas rests solely with the client and affiliated contractors. This applies to areas receiving crates, pallets, freight, boxes, road cases, or other large / heavy materials likely to cause damage. No cutting of carpet, foam core or other materials is permitted without proper floor protection. Prior approval is required for furniture dollies, pallet jacks and aerial and scissor lifts accessing any carpeted areas. Forklifts are prohibited from use in the meeting rooms and ballroom.

Floor Marking

Floor marking is done by your contracted display company and needs to be coordinated through your Event Manager. Standard stick or ball type removable chalk or approved tape products are permitted. Please note that cleaning and removal of non-approved adhesives by Northlands will be billed back on settlement.

Please see: [Signage and Decorative / Promotional Materials](#)

Floor Outlets

Vehicles, forklifts, pallet jacks, and/or man-lifts shall not be driven over electrical outlets in the floor when extension cords or other cabling is plugged into these outlets.

Soil/Garden Displays:

Displays containing soil or similar materials must use a fire retardant protective coating such as plastic to protect the floor and all facility equipment. Please note that additional cleaning charges may apply.

Floor Weight Capacity

Please discuss specific floor weight capacities and requirements with your Event Manager.

Floor Type

| | |
|--------------------------|-------------------------|
| Exhibit Halls: | ABC – sealed latexphalt |
| Exhibit Halls: | DEFGH – sealed concrete |
| Meeting Rooms: | Carpet |
| Ballroom/Breakout Rooms: | Carpet |
| Gallery & Support Rooms: | Carpet |

During move-in and move-out periods, carpeted aisles used for freight transport should be protected and will be chargeable to the event if damaged. Your decorator can assist with these arrangements.

Forklift Operations

As required by Occupational Health & Safety (OHS), only individuals possessing a current and valid license may operate heavy machinery. The operator is required to have the appropriate license in their possession and available for inspection upon request. All forklifts and other heavy loading devices operated within Northlands facilities must be operated in a safe manner and must have a horn in addition to functional back up alarms.

Equipment shall only be operated in accordance with manufacturer's written recommendations and applicable legislation. Incidents observed and/or reported where unsafe equipment is being used or unsafe practices are being employed will cause work to immediately cease until all safety concerns have been sufficiently addressed to the satisfaction of your Event Manager.

Gallery / Pre Function Space

The Gallery serves as a public corridor for all guests, delegates and members of the public. Fire regulations dictate that the width of this corridor must be maintained at all times for traffic flow and in the event of an emergency. Any intended use of this space must be discussed and approved by your Event Manager in advance. No move-in or move-out is permitted in public spaces. All move-in and move-out schedules must be sent to your Event Manager for approval.

All furniture and equipment located in the lobbies and other public areas of The Edmonton EXPO Centre are placed for use by our guests and are not intended for individual event use. Accordingly, these items are not available for rent.

Goods & Services Tax

A Federal Goods and Services Tax (GST) will be applied to all goods and services. Please review the current tax rate with your Sales Manager at the time of booking.

Heavy Equipment Displays

All heavy equipment to be displayed or used on site must be approved by Northlands. Please discuss these needs with your Event Manager.

Housekeeping: Clean in, Clean out

Housekeeping services are provided exclusively by Northlands. Housekeeping and cleaning of all public areas used for conventions, meetings, and food & beverage functions, is included in the basic room rental. However, depending on the nature of these events, additional housekeeping costs may be incurred. Your Event Manager will assist in identifying areas which have potential cost implications.

Housekeeping and cleaning for some trade and consumer shows, and special events are chargeable costs. This may include: pre-event and post-event cleans, exhibit hall cleaning, washroom attendants, move-in, move-out, event day housekeeping and any special crews or equipment required to clean and remove excessive debris.

Client/Exhibitors are asked to remove all signs, advertisements, show bills, posters and cards upon the completion of the event. Additional costs may be incurred if areas are not clean and clear of these materials.

Please see: [Signage and Decorative / Promotional Materials](#)

Insurance and Indemnification

Your Sales Manager will discuss with you your Indemnification and General Liability requirements pre-contract. Both Northlands and The City of Edmonton must be listed as additional insurers.

Keys

Keys or access cards may be obtained through your Event Manager with advance notice, and must be returned on the last day of the Event. Venue keys/cards are subject to a \$50 refundable deposit for each key. The \$50 deposit per key/card will be added to the final invoice for each key not returned.

Licenses

The Client is responsible for obtaining all licenses, permits and approvals from the appropriate regulatory boards and authorities that may be required for staging your Event. The cost of these licenses will be the responsibility of the Client.

Lighting Levels

Lighting during move-in, set-up and move-out will be at levels suitable for safe working environment. House lighting levels during event days are as determined by the Show Producer in conjunction with your Event Manager.

Logo Usage

Northlands brand document and [logo guidelines](#) can be found at northlands.com under the 'About Us' tab. Alternately, please contact your Event Manager.

Lost & Found

Any inquiries regarding Lost and Found items should be directed to 780.491.3429. All lost and found articles are catalogued and stored for 90 days. After that period, all articles are disposed of at the sole discretion of Northlands.

Media

If you expect your event to generate media interest, please pass on your media relations contact to your Event Manager. Any inquiries received by Northlands Public Relations staff will be passed onto this individual.

Please also see

[Northlands Digital, Mobile and Social Media Assets](#).

Move In/Out

The Client is responsible for clearly communicating the move-in and move-out times to their exhibitors. Please provide clear direction when controlled access is in effect as well as a procedure for assisting exhibitors/suppliers without proper accreditation.

The control of ingress / egress and vehicle marshalling is the responsibility of Northlands.

Please keep the following move in / move out rules and regulations in mind:

- Credentials are required from the first day of move in. Please refer to *Access Control and Credentials* for additional information.
- For the purpose of property damage prevention and providing clear direction to your exhibitors, Northlands venue staff must be employed to monitor doors/loading areas and control vehicle traffic during all contractual move-in and move-out periods.
 - Costs for this are the sole responsibility of the client. Staff performing this role are *not* be expected to perform any formal security function, as they are not licensed or trained for this purpose. Any formal security needs should be directed through your Event Manager.
- Vehicles are not to be driven in the venue without prior approval.

- Please refer to [Automobiles](#)
- Exhibitors are required to bring their own tools, ladders, brooms, dollies and other items required to build or transport their exhibit. Some materials may be available for rent from your material handler or display services contractor.
- Northlands has a zero tolerance policy for any mistreatment/abuse of our employees. Please see [Respect in the Workplace](#).
- For the safety of all parties, no persons under the age of 15 be may present on the show floor during move in, move-out, or while heavy machinery is operating. It is the Show manager's responsibility to communicate this recommendation to the exhibitors prior to the start of move-in.

All persons, articles, exhibits, fixtures, displays, and other equipment shall be brought into and out of the venue at designated loading docks only and not through the gallery. Should you have special requirements or need additional assistance, please contact your Event Manager.

Freight may not be stacked or stored in the following areas: loading areas, restricted areas, against fire exits, fire pull stations, strobe flashers or fire hose cabinets.

Depending on commitments to other events taking place in the venue not all bays or load-in areas may be available at all times. Specific locations and schedules should be discussed with your Event Manager prior to move-in.

See [Appendix B: Fire Regulations](#) and [Appendix C: Venue Layout](#)

License Period and Access

Please refer to your License agreement for approved access times to your licensed area. Access to the area outside of these times shall be at the sole discretion of Northlands and may incur additional costs. Client shall make all arrangements for exhibitor and contractor access to the licensed area during the License term.

Extension of Licence Period

The client shall be responsible for any charges levied by Northlands to extend the License term. Any additional services required if the licensed areas are not clear of all materials brought into the venue by the end of the term shall be charged to the client.

Music Licensing and Fees

SOCAN

The Society of Composers, Authors and Music Publishers of Canada (SOCAN) requires a license for each day of an event where music will be played. Northlands is responsible for collecting and remitting these fees.

For fee information, please visit: socan.ca

The daily fees are not applied to events days where no music is played. Your total fee will be included on your final invoice at the conclusion of your event unless you obtain your own license from SOCAN. In this case, please forward a copy of the license to your Event Manager in advance of your event.

Re:Sound

Re:Sound is designated by the copyright Board of Canada to license businesses in Canada for the use of recorded music to accompany live events such as receptions (including weddings), conventions, assemblies and fashion shows. Northlands is responsible for collecting and remitting these fees, please see your Event Manager for further details.

Northlands Digital, Mobile and Social Media Assets

Northlands social media team and photographer will be permitted to access any show to help promote the event unless a request is made to not allow access. With an online audience of over 20,000 across multiple social media platforms, Northlands is happy to discuss promoting your event through its channels. We encourage you to tag @Northlands in all your posts at our venue. If your event has a hash-tag or a Twitter handle, please provide this to your Event or Sales Manager.

As a service to our clients, we offer the opportunity for you to have a brief description of your publically ticketed event listed on the Northlands website. Our website is a valuable resource to local residents, hotel/resort concierges, media outlets, and national convention attendees. In addition, Northlands has a mobile app which is available on iOS and Android platforms. It allows users to obtain necessary information on events happening at Northlands.

Through this app we can customize information provided to guests including maps, special offers and more.

To have details included with your complimentary listing on our interactive web calendar, mobile app and social media pages, please see [Appendix I: Social Media & Event Listing](#)

Parking & Transportation

Guest Parking

Northlands has nearly 6,200 parking stalls. Drop off areas as well as dedicated Accessible parking is available close to all main entrances. Northlands is a charged parking site and the fee is subject to change. For additional parking information, please contact your Event Manager or visit our website at northlands.com for maps and directions.

Exhibitor Parking

Exhibitor parking is available in the **West** parking lot. There is a charge for this parking area, and parking services sell exhibitor parking passes online in advance of the event at <https://my.parkingsoft.com/TheNorthlands>. Exhibitor parking passes provide exhibitors with quick access to the site through the Service Entrance located on 79th Street and Borden Park Road. Purchasing a parking pass allows for in and out privileges. Trailer parking is available on site in the exhibitor parking area or as directed by the Parking Team. Parking staff are on site for most major events and will be pleased to provide directions; some restrictions may apply, for further information please speak with your Event Manager.

Please see [Appendix D: Parking Map](#)

Marshalling Area

Exhibitor marshalling areas are located at the north and south end of The Edmonton EXPO Centre and accessed from the 79th street Service Entrance. These areas are generally congested during move-in and out and are used as drop off / unloading areas. Once loaded or unloaded exhibitors will be required to move their vehicle to the exhibitor parking area. The exhibitor parking area provides easy access to both marshalling areas.

Parking staff can provide you with information on parking restrictions and move in and move out times. Please allow them to assist you to improve traffic flow and reduce congestion. The

emergency access road along the west side of The Edmonton EXPO Centre is no parking area and cannot be used to move product or equipment in or out of the venue.

Public Transportation

The Edmonton EXPO Centre is centrally located, just minutes from the downtown core. Coliseum LRT Station is just steps away from the north entrance. To plan your route please visit: <http://etstripplanner.edmonton.ca/PlanYourTrip.aspx>

Road Closures

For information on any possible road closures and detours please visit the City of Edmonton website at edmonton.ca. Road closure and detour information is located under the feature content heading on the left hand side of the page.

Shuttle Bus

Services can be arranged at applicable rates based on event size, season and scope. Please contact your Event Manager for more information.

Taxi Stands & Courtesy Phone

Taxi stands are located in close proximity to the main venue entrances with dedicated access for the Northlands preferred taxi service provider. Courtesy phones are located at our North & East main entrances.

Photography & Videography

Northlands reserves the right to take any photographs or video footage of the event for its own records and for publicity purposes.

Pressurized Cylinders

Northlands' fire safety regulations prohibit pressurized containers which exceed 2.7lbs.

All helium tanks brought into Northlands for use during events are to be stored and secured in an upright position in accordance with the Hazardous Chemicals Act. On-site storage of helium tanks requires discussion with your Event Manager. Please refer to the [Appendix B: Fire Regulations](#)

Pyrotechnics

Advance formal approval from Edmonton Fire Department must be given for all events requesting the use of pyrotechnics. Please contact your Event Manager for further information on the approval process. Please refer to the [Appendix B: Fire Regulations](#)

Respect in the Workplace

Northlands is committed to providing and maintaining a workplace which ensures all employees, clients, guests and suppliers are treated with dignity and respect. We strive to create an environment free from any form of harassment, discrimination or violence. Harassment is a form of discrimination which is prohibited by law.

Northlands supports the freedom from harassment provisions outlined by the Alberta Human Rights Commission. Clients, their staff, suppliers and contractors are encouraged to support the venue in its efforts.

Rigging

Rigging services are exclusively provided by ShowTech Power & Lighting. They will work closely with you to complete a rigging plan for final approval by Northlands. All rigging requests must be submitted at least **30 days** in advance.

Please contact your Event Manager for any preliminary venue information required to accommodate your rigging.

Please refer to [Signage and Decorative / Promotional Materials](#) and [Exclusive Service Providers](#)

Room Capacities

Room capacities are set by the fire marshal and must be adhered to for your event. Capacity will vary depending upon your specific function requirements such as staging, lighting, audio visual and set-up styles. Please discuss your proposed function details with your Sales Manager to ensure the appropriate allocation of space.

Please refer to [Appendix E: Venue Capacity Chart](#)

Samples and Giveaways

Exhibitors may give away free items to event attendees, with the exception of firearms and/or other weapons. Samples must be distributed from specific exhibitor booth locations only. Northlands reserves the right to regulate the size and type of samples. Food and beverage samples have specific limitations and are subject to Northlands' exclusive agreements.

Please see [Appendix F: Food Sales and Sampling](#)

Service Contractors

All employees provided from your Service Contractor must either have a company picture identification badge, or show specific accreditation.

Show Office

Each Show office is equipped with the following items:

- First Aid kit
- Phone and Internet capabilities
- Security Brochure
- Corkboard
- Tables as required
- Chairs as required
- Recycle container

If additional items are required please contact your Event Manager. Additional costs may apply.

Signage and Decorative / Promotional Materials

A majority of the following items pertain directly to your service contractor. However, as Licensee, it is ultimately your responsibility to ensure adherence to all facility rules and regulations. Should you have any questions regarding the following policies, please contact your Event Manager.

Nothing may be taped, nailed, tacked, stapled, glued or otherwise fastened to ceilings, painted surfaces, fire sprinklers, columns, fabric or decorated walls. This policy applies to all surfaces in the building, not just the contracted space. Please pass this message along to you staff, exhibitors and contractors. Doing any of the above may damage the finishes and you will be charged for any costs associated with repair, cleaning or removal.

Adhesives

Acceptable adhesives are poly-coated cloth tape or gaffer's tape available through hardware or specialty stores. Vinyl, packing, duct or foam tapes are prohibited in the venue. The only acceptable double sided carpet tape is: Scapa 174034 (available through most display companies). When laying carpet or other materials on the venue floors, a protective layer of adhesive pre-mask tape (e.g. Transferite) is required between the floor and the material being laid.

"Stick on" floor decals, floor signs or similar promotional items, meant as floor décor, may not be used in or about the venue unless specifically approved by your Event Manager.

Banners

With sole occupancy (only tenant occupying the entire building) event organisers may display signage for forthcoming events.

Banners may be suspended in approved locations within the contracted event space. When an event contracts the entire venue well as in the public gallery. Banners will only be displayed during event days and in areas in direct proximity of licensed space. Northlands reserves the right to approve content and location. Please discuss requirements with your Event Manager. The venue requires advance notice of any banners to be hung, including the following details:

- Number of banners to be installed
 - Intended locations for banners
 - Dimension: length, width, height and weight (banners over 25 lbs. will be custom quoted)
 - Banner material
 - Please see
-
- Rigging

All banners are installed by ShowTech.

Free Standing Signage

Free standing signage may be placed in the alcove of the entry doors to the contracted space but may not extend past the perimeter of the alcove on to the Gallery. Signage can only be displayed outside the contracted boundaries of show space if no other client is occupying the Venue at that time, or after approval from your Event Manager and other exhibition organizers occupying the Venue. All signage extending into the gallery must be approved by your Event Manager. To avoid costly errors please send proofs of your signage plan to your Event Manager.

Helium Balloons

Helium-filled balloons or other inflatable items may be permitted if approved by your the Event Manager. Due to the complexity and cost of retrieving balloons, a deposit may be requested when helium balloon décor is utilized. Any costs associated with retrieving balloons will be billed back on settlement.

Painting/Refinishing

No painting or refinishing of signs, displays or other objects will be permitted inside the venue. With prior approval, this activity may be allowed in designated loading dock areas with special conditions. Contact your Event Manager for details.

Signs & Special Decorations

Signs, banners, posters and other promotional/directional materials are welcome in The Edmonton EXPO Centre subject to prior written approval from your Event Manager. Approved materials cannot be physically attached to any surface, or to any of the furnishings or fixtures of the venue. Dedicated sign holders and easels are available for posting such material.

Signs are to be created with professional quality. *Handwritten signs are not permitted in any area of Northlands.*

The client will be required to remove all signs, show bills, posters and tape which Northlands finds objectionable.

All decorative materials must be treated with flame proofing before installation.

All materials not removed before the end of the move-out period will be removed by Northlands and all costs will be billed back on settlement. Northlands does not guarantee the storage or return of these items.

Northlands will be happy to customize client logos for inclusion in the standard directional signage provided for each event. Contact your Event Manager for details.

Additionally, adhesive-backed decals (such as promotional stickers) require prior approval from your Event Manager. Any costs incurred by Northlands for the removal of these items will be charged to the client

Smoking

Northlands is committed to ensuring a positive experience for all guests, volunteers, clients contractors, employees and the public at large. Under the provisions of Provincial and Municipal laws, Northlands is a non-smoking property.

This policy limits the use of tobacco smoking to designated smoking areas and prohibits the use of e-cigarettes or similar devices inside any building, workplace or licensed area on the Northlands campus or any exterior location or prescribed distance from any door window or air intake where the use of tobacco products is prohibited by the *Tobacco Reduction Act or Public Places Bylaw (14614)*.

Solicitations

No collections or donations, whether for charity or otherwise, shall be made, attempted or announced on any Northlands premises without the prior written approval of Northlands management, unless the collection or donation is a freewill offering in conjunction with a religious service.

Sponsorship

Northlands has entered into agreements with multiple companies for the purpose of providing advertising, sponsorship and promotional opportunities. The main element of each agreement provides advertising exclusivity within a product category.

Advertising exclusivity means that products displayed or utilized on Northlands' property cannot conflict with Northlands sponsors and their product category.

Technology Services

Our Technology specialists can work with you to create a custom solution for your event based on your event requirements. Additional information and the Internet order form can be found here:

<http://edmontonexpocentre.com/organize/internet-order-form/>.

Northlands is the exclusive provider of internet services. Please note that networking equipment such as, but not limited to: routers and switches are prohibited. Exhibitors require authorization from Northlands to bring in their own computer infrastructure equipment such as, but not limited to: Wireless Access Points, Routers, Bridges, Servers, NAT Devices, and Servers. Devices brought in without authorization will not be able to connect to the Internet.

Wireless internet is readily available throughout the facility for a fee and complimentary Wi-Fi is available in the food court.

Ticket Sales & Handling

Ticketmaster is the exclusive ticketing services provider for Northlands. Please see Exclusive Service Providers for additional information.

Video Display Screens

Northlands is pleased to offer the following identification and advertising opportunities through the use of its video display system.

- Customized event logos and/or text can be incorporated into the daily event listings shown on the venue's video display system.
- Your event sponsor/advertisers may be featured on a rotational basis on a dedicated video screen.

For more information on rates and availability, please review with your Sales Manager or designate.

5: FOOD AND BEVERAGE

Northlands is the exclusive provider for onsite food and beverages. No show is permitted to bring in food and/or beverages without written contractual consent.

Catered Event Contracts

Catered Event Contracts are issued for all functions requiring food and beverage. Each contract is assigned a return due date. Failure to return your contract on or before the due date could result in the removal of your held date. Should your Sales Representative attempt and fail to make contact with you within two weeks after the contract due date, it will be assumed that the event is cancelled and the date will be removed from the booking calendar.

These contracts list the determined room rental fee, services required, decorations, operation times, additional bar, coat check, security, or other specific needs. Please note that services will not be performed without a signed Catered Event Contract.

Concessions & Restaurants

The Edmonton EXPO Centre's Food Court is often in operation during public events and private trade shows and offers a wide variety of made to order selections. The operation of these stands is based on individual event needs. Food and Beverage operations within the halls will include a minimum guarantee.

Electrical

Please see 'Electrical Services' under general rules & policies.

Food Sampling

Northlands' Exhibitor with respect to food and beverage sampling within the venue are as follows:

- Food Product: sample portions to be no more than one (1) oz. (28 grams) per serving
- Advise Northlands 30 days in advance as to how many booths you will be operating within the Trade Show and the product you will be sampling.
- It is your responsibility to comply with all Alberta Health Services regulations. For further information, please contact Mystique Wendel at 780.413.7711. Information can also be obtained at ephs.ca and click on *Facts and Forms*.
- Fill out and submit for approval Northlands' food sampling authorization form which can be found in [Appendix F: Food Sales and Sampling](#)

It is mandatory that exhibitors maintain standards and adhere to sanitation requirements.

Guarantees

Our catering department must be notified of the guaranteed number of guests attending the function a minimum of five full business days in advance. Failing this, the estimated number given at the time of booking will be taken as a guarantee for billing. Northlands reserves the right to move groups to a more suitable room if the guarantee differs from the expected attendance. In such cases, the client will be advised in advance.

Hours of Operation

Hours of operation are determined by the Northlands Food Services department.

Outside Food and Beverage

Northlands' exclusive food and beverage suppliers make every effort to ensure food and beverages are abundantly available and of the highest quality. We ask that exhibitors respect our supplier commitments and refrain from bringing in outside food and beverages.

Independent Concessionaires

Strict and detailed guidelines for Independent Concessionaires have been outlined in our document: [Appendix F: Food Sales and Sampling](#) and [Appendix G: Independent Concessionaires](#).

Service of Alcohol

Northlands is an Alberta Gaming & Liquor Commission (AGLC) licensed venue and provides licensed service areas for trade show attendee's and/or exhibitors and catered events. All alcohol related questions or requests should be brought to the attention of your Sales Manager prior to confirming your event.

The consumption of alcoholic beverages is restricted to the designated event area outlined in your license agreement.

Taxes, Services and Labour Charges

Taxes, service and labor fees are broken down as follows:

- Taxes: GST on all products, labor and services
- Services: 18% gratuity is applied to all food and beverage

6: GREEN INITIATIVES AND WASTE DISPOSAL

Green Initiatives

At Northlands, we subscribe to a comprehensive energy management program in order to make our operating systems and equipment as energy efficient as possible. This program continues to expand and evolve today so that we can be proactive in reducing our environmental footprint.

Waste Reduction

Northlands employs aggressive programs to minimize the volume of waste generated by our on-site programs, and the amount being transported to landfills. We utilize progressive programs that “reduce, reuse and recycle”, and many of these initiatives have become part of the daily fabric of our on-site operations.

Northlands recycles the following material / products:

- Cardboard
- Fluorescent tubes
- Electronic equipment
- Agriculture event bedding material (Racing, FFI, CFR, Horse Shows etc.)
- Beverage containers
- Organic material from our kitchens
- Paper
- Cooking grease
- Batteries
- Motor oil and filters
- Vehicle tires
- Scrap metal
- Wood
- Photocopy toner cartridges
- Air conditioning refrigerant is reclaimed and recycled on site
- Sand and rock chip used during the winter from on-site parking lots

Special mention must be made of our environmental efforts with Evolution .09. Up to 98.5% (!) of the raw material from the demolished Sportex building was recycled with some of it being used in The Edmonton Expo facility. Demolition material was sorted on site and processed as follows:

- All concrete elements (floors, block, etc.) are ground up and reused in the new building
- All steel is recycled
- Organics (wood, straw) are recycled - wood framing is chipped and mixed with straw, then sold to a local power plant as fuel

Energy Management

At Northlands, we subscribe to a comprehensive energy management program in order to make our operating systems and equipment as energy efficient as possible. This program continues to expand and evolve today so that we can be proactive in reducing our environmental footprint.

The energy management system, building automation system (or BAS), and staff efforts to reduce energy use is the cornerstone of energy management efforts at Northlands

There are two systems in use on site

Siemens System 600 and Johnson Controls Incorporated (JCI) Metasys System

- The systems consist of microprocessor based field cabinets located in each building controlled from one central location known as Building Control which is located at the Maintenance Shop
- Installation of the system was based on the need for central control of lighting, heating, ventilating, air conditioning and ice making systems
- System installation began in October of 1987 and proceeded until the present
- Software programming has been developed to meet the specific needs of systems within our facilities
- There are more than 7,000 monitor and control points connected to the energy management system

Bedding Management Program

Northlands operates an intensive livestock operation in the middle of a major city and disposing of livestock bedding is a significant waste management issue. There are two major sources of animal bedding at Northlands:

- Northlands Park barns provides stabling for up to 1,200 horses during the year
- During major agricultural events (Canadian Finals Rodeo and Farmfair International), there can be a large number of additional livestock on site

This creates a tremendous volume of bedding waste that, if sent to landfills, would result in high landfill cost

Northlands has maintained the current bedding management program since 1999. In this program, bedding from agricultural events involving livestock is transported to sites close to Edmonton where it is reused as animal bedding, incorporated into farmers' fields, or composted

7: APPENDIX / ATTACHMENTS

Appendix A: Life Safety and Emergency Alert Notification

Edmonton EXPO Centre Life Safety and Emergency Alert Notification

At Northlands, safety is our highest priority. Ensuring the well-being of our guests, staff and volunteers, by making our site and our events safe and accessible, is of the utmost importance.

Please ensure that all members of your operational team are aware of the following emergency telephone number:

SECURITY DISPATCH 24 HOURS: 780.471.7171

Ensure you are familiar with closest fire alarms, fire extinguishers and emergency exit doors

FIRE EMERGENCY

If you see a fire or smoke

- Leave the fire area immediately
- Close the door behind you
- Activate the nearest fire alarm
- Leave the building by the nearest exit and proceed to the closest muster point

IN CASE OF FIRE ALARM

First Stage – Alert Only! During First Stage an intermittent audio tone accompanied by flashing strobe lights will be seen and heard throughout the venue.

- This will Inform guests that this it is an alert only
- This will last approx five (5) min and/or less dependent on the nature of the situation.
- Remain calm, this is a fire alert only
- Evacuation not required, but preparations to leave the building should be made

Second Stage – Evacuate!

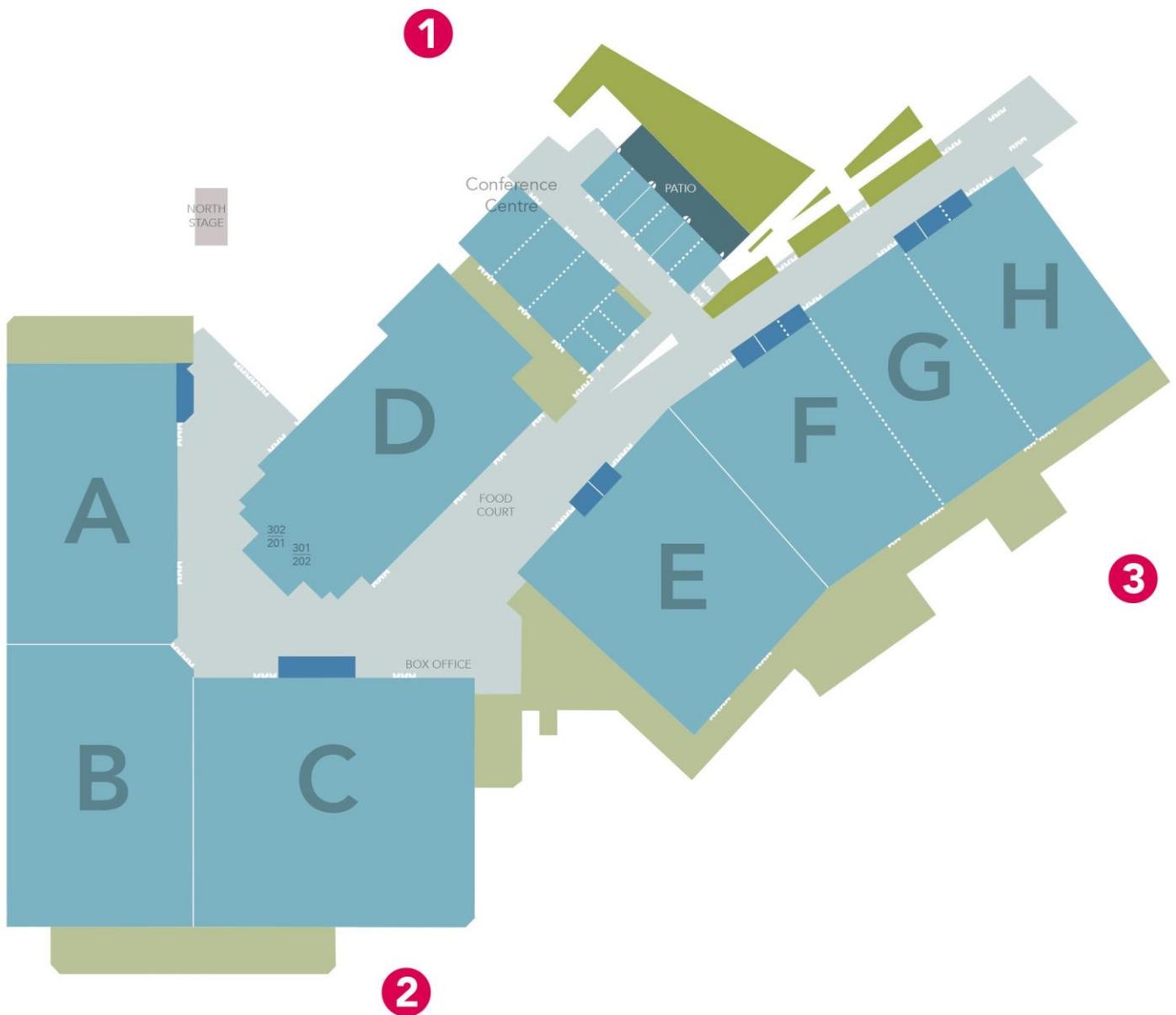
- Wailing sirens accompanied by flashing strobe lights will be seen and heard throughout the venue
- Immediate evacuation, leave the building via the nearest exit proceed to a muster point
- Follow specific evacuation instructions from loud speakers or from trained venue staff
- Never put yourself in danger
- Do not return until declared safe to do so by Fire Officials.

IN CASE OF MEDICAL EMERGENCY

- Contact Security Dispatch 780.741.7171
- Provide exact location
- Provide detailed information of the injury and the cause of the injury

Edmonton EXPO Centre Muster Points

- 1 NORTH MUSTER POINT:*** East of Pedway and next to 118 Avenue South pedestrian stairs.
 - 2 SOUTH MUSTER POINT:*** Double headed "light located on the North grass berm directly South of C6 & C7 overhead doors.
 - 3 SOUTH EAST MUSTER POINT:*** Light pole "West-7" located directly behind Hall H (staff parking area).
- REXALL PLACE OR NORTHLANDS PARK:*** May evacuate into Rexall Place or Northlands Park (Weather or other).
*If Unsafe: use alternate location



Appendix B: Fire Regulations

Fire Regulations Show Assembly Guidelines

The Floor Plans shall contain the following information for all exhibits and displays:

1. Legible and accurate information of display areas or booths.
2. Dimensions of all areas or booths that will be displayed.
3. All exits and access to exits clearly marked and kept unobstructed.
4. Main aisles will lead directly to exits.
5. Aisle widths shall be posted on the plans.
6. Location and the amount of combustible or hazardous material located in each hall.
7. The number of trained personnel on site in case of an emergency.
8. Propane - allowed one – 2.7 lbs. per unit or appliance required for display, vending or demonstration purposes. *anything else, City of Edmonton Building Inspection Branch shall approve.
9. Final floor plans shall be submitted prior to show's opening (minimum 14 days in advance of show).

The plans will be pre-approved under the condition that a final inspection shall be made before the show's opening. After the site has been inspected and meets the requirements as specified, a letter will be left with the show office indicating the Emergency Response Department has approved the show. These inspections are subject to fees under City of Edmonton Emergency Response Fees and Charges Bylaw # 15597.

Refer to the other requirements governing aisles, booths, exhibits and displays in assembly buildings. If further information is required contact this Office at 496-3628.

**Emergency Response Department
Public Safety and Education Branch**

**Requirements Governing Aisle and Booth
Arrangements in Public Assembly Venues**

NOTE: While not specifically referenced in the Alberta Fire Code, the following excerpts from the Alberta Building Code (1985) and NFPA 101 Life safety Code (1988) are deemed to be applicable and reasonable.

1. No portion of a booth or display shall obstruct any exit or access to exit.
 - a. (Alberta Fire Code, Section 47(1)).
2. If a fire hose standpipe, manual fire alarm pull station or exit sign is located within the exhibit space, it shall be the responsibility of the exhibitor to provide access to such equipment and if the view to such equipment is obstructed, to provide designated signs for same.
3. Dead end aisles shall not be more than 6m in length.
 - a. (Alberta Building Code 3.3.2.4.(5)).
4. Travel distance to at least 1 exit shall not exceed 45m in any sprinklered floor area or 30m in any other occupancy.
 - a. (Alberta Building Code 3.4.2.4.(1)).
5. The above sentence need not apply if exits are placed along the perimeter of the floor area and are not more than 60m apart, measured along the perimeter, provided each main aisle in the floor area leads directly to an exit.
 - a. (Alberta Building Code 3.4.2.4.(2)).
6. Booths or displays shall be served by aisles having an unobstructed exit access of not less than 3m in clear width parallel to and adjacent to the booth or display front.
 - a. (NFPA 101, 1988, 24-4.4.1).
7. Notwithstanding the above noted requirements, display arrangements that do not conform may be accepted if the standard of safety is not reduced.

**Emergency Response Department
Public Safety and Education Branch**

**Fire Safety Requirements Governing Exhibits
And Displays in Public Assembly Venues**

NOTE: The requirements as noted below are only a condensation of the referenced sections of the Alberta Fire Code

If more information is required, contact the Public Safety and Education Branch at 496-3628.

1. Submit floor plans for Emergency Response Department approval prior to setup.
2. No portion of a display shall obstruct any exit aisle or exit doorways.
3. Dead end aisles shall not exceed 6 meters.
4. All exits must be unlocked and free of chains and padlocks during all periods of occupancy.
5. If a fire hose standpipe, manual fire alarm pull station or EXIT sign is located within the exhibit space, it shall be the responsibility of the exhibitor to provide access to such equipment and if the view of such equipment is obstructed, to provide designating signs for same.
6. The following materials, if used for display or decorative purposes, shall be inherently flameproof or properly treated with a chemical flame retardant:
 - flowers (artificial)
 - foliage (artificial)
 - paper, cardboard or compressed paperboard
 - plastic materials
 - split wood and bamboo fibers
 - textiles, table skirting, etc.
 - any other material used for festive decorations (including Christmas trees)
 - Wallpaper is permitted if pasted securely to walls or wallboard backing.
7. Permission may be given to use materials such as:
 - hay or straw
 - acetate fabrics
 - paper backed foil

After considering the amount and location of these combustibles and treating them with a chemical flame retardant.

8. It is not the intent of this guideline that textiles and similar combustible merchandise on display for sale be flame proofed; however, quantities shall be limited to an acceptable amount.

**Emergency Response Department
Public Safety and Education Branch**

**Fire Safety Requirements Governing Exhibits
And Displays in Public Assembly Venues (Continued)**

9. The use of open flame is limited to certain equipment that requires open flame to demonstrate the function of such equipment. However, individual approval is required from the Public Safety and Education Branch to have such open flame.
 - a. Equipment must be set up in a manner that will comply with acceptable safety standards and a suitable fire extinguisher shall be provided.
 - b. If at any time the Safety Codes Officer deems such equipment to be operated in a manner dangerous to public safety, he shall direct the property owner to cancel the privilege of the exhibitor concerned.
 - c. Every display using an open flame must have a 2A 10BC rated (minimum) multi-purpose fire extinguisher. Food Service concessions must have a K rated dry chemical fire system or extinguisher.
10. Interior food services events or displays shall provide information noting the location of cooking equipment (deep fryers, grills, stoves) fire extinguishers and aisle space within the booth area.
11. Open flame shall not be used solely for attracting attention. Burning candles must be contained within an enclosed, non-combustible structure (such as glass) and placed or displayed in a manner that avoids direct contact with guests. Candle sticks and / or free standing candles are not permitted.
 - a. Every display using candles must have an ABC rated fire extinguisher.
12. Under the authority of the Provincial Plumbing and Gas Protection Services, propane must be used for propane burning appliances; however, the cylinder shall not exceed 5 lb capacity.
13. Compressed gas or air cylinders shall be adequately secured or cart mounted to prevent tipping.
14. Gasoline tanks, on motor vehicles or other gasoline fueled equipment, shall be not more than 1/2 full, and shall be equipped with a lock-on type cap. Keys should be kept on hand in the event that an evacuation of the vehicles is required.
15. CSA Certified Propane fueled vehicles will be permitted inside the building, but not on display during events.
16. Natural gas powered vehicles are permitted provided main stop valves are closed.
17. Boxes and cartons from which merchandise has been removed must be neatly piled in storage areas designated by the property owner.
18. All electrical appliances, electrical cords and electrical connections shall comply with the Electrical Code.

**Emergency Response Department
Public Safety and Education Branch**

**Fire Safety Requirements Governing Exhibits
And Displays in Public Assembly Venues (Continued)**

19. Motor vehicles designed for open air food services are prohibited in public assembly buildings.
20. Outdoor displays, parked vehicles or other objects shall not restrict access to, or obstruct from view, any fire hydrant or Fire Department connection on any building.
21. Outdoor cooking appliances require 3m clearance of any structure or 1m from any vehicle. Propane, Natural Gas and Butane are accepted fuels.
22. The property owner shall have on hand the name and phone number of the person (promoter) who is responsible or in charge of the overall exhibition.
23. Natural gas appliances must be properly vented to the outside. Subject to approval, a limited number of appliances may vent directly into a display area overhead. This is subject to Occupational Health & Safety Guidelines concerning air quality and exchange.
24. All spare propane/gasoline shall be stored outside in a secured/accepted compound.

Failure to comply with these requirements may result in further action in accordance with the Safety Codes Act.

**Edmonton Emergency Response Department
Fire Prevention Branch**

Pyrotechnic materials and Devices

Requirements governing the purchase, possession, handling or discharge of explosives classified as Division Class 7, Subdivision 5 (Theatrical Effects) as per the Explosives Regulations (Canada), hereafter referred to as pyrotechnic materials and devices.

PERMIT CONDITIONS

1. No person who is under 18 years of age shall purchase, possess, handle, discharge, fire or set off pyrotechnic materials and devices.
2. No person shall purchase, possess, handle, discharge, fire or set off pyrotechnic materials and devices unless he holds a permit for that purpose issued by a Safety Codes Officer.
3. A permit issued under Sentence (2) above;
 - a) shall specify the date, time and location on which the pyrotechnic materials and devices are to be discharged, and,
 - b) may contain any other terms and conditions the Safety Codes Officer considers necessary to ensure the safe use of the pyrotechnic materials and devices.
4. A Safety Codes Officer shall not issue a permit under these requirements unless:
 - i. The applicant possesses a Fireworks Supervisor Card issued pursuant to the Explosives Act and regulations under that Act (Canada), and a permit to use, handle, prepare and fire an Explosive issued pursuant to the Alberta Occupational Health and Safety Act and Regulations, or documentation of alternate permits and experience which the Safety Codes Officer may consider as equivalent.
 - ii. The applicant can demonstrate knowledge of and experience in applying the standards presented in NFPA 1126 (1992) "Standard for the Use of Pyrotechnics before a Proximate Audience."
 - iii. The applicant submits a plan showing:
 - a) Location of the site of performance.
 - b) Exact distances of all pyrotechnic materials and devices from audience, performers, staging, sets, properties and curtains.
 - c) Legend showing symbols for each pyrotechnic material and device with numbers of each, and for Binary powders, the load values.
 - d) Ceiling height.
 - e) Listing of amounts of pyrotechnic materials and devices to be used in the show, and descriptions of cueing in the show.

**Edmonton Emergency Response Department
Fire Prevention Branch**

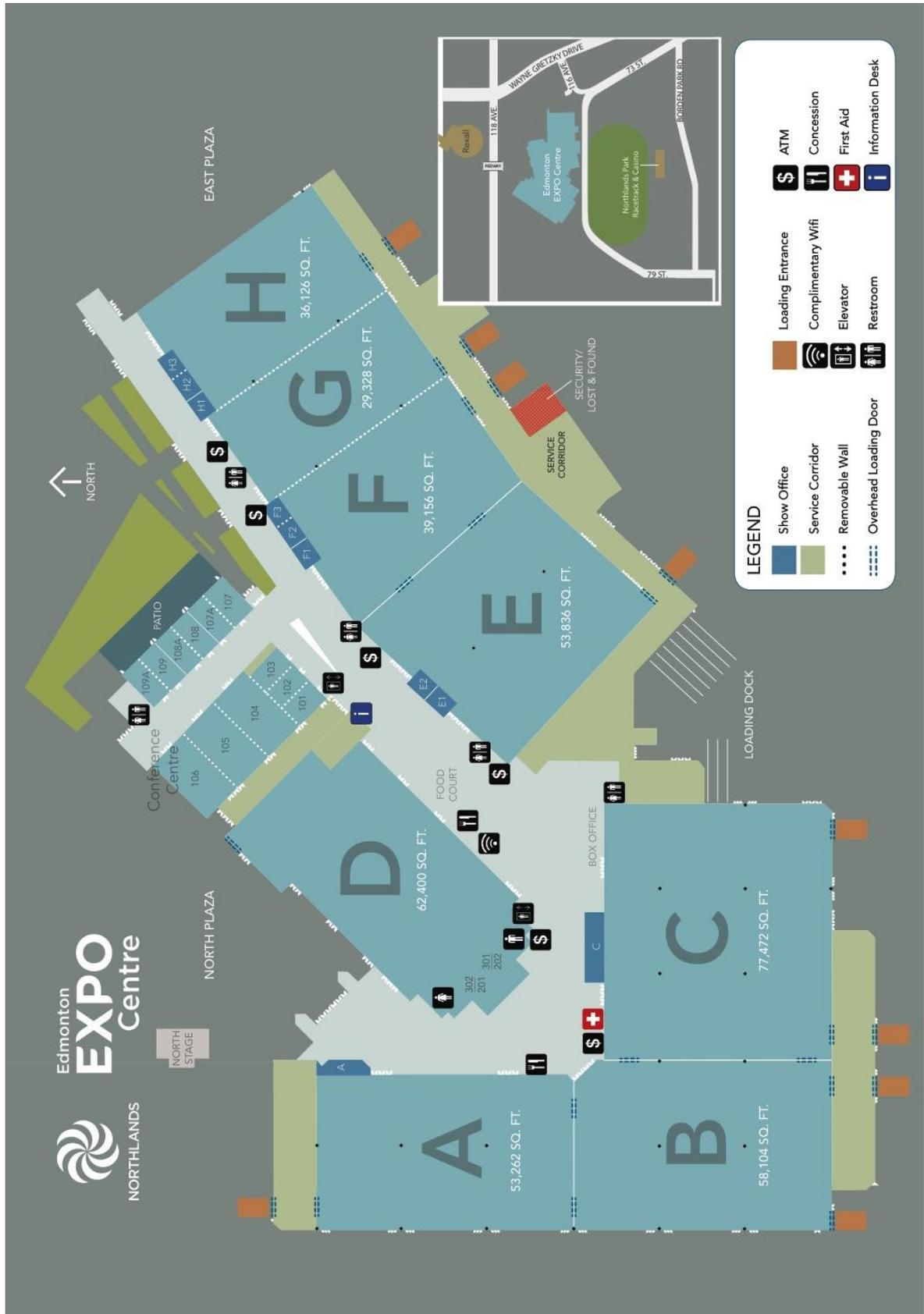
Pyrotechnic materials and Devices (continued)

- iv. The applicant supplies a certificate of insurance with a minimum value of five million dollars (\$5,000,000.00). This certificate will include, as additionally insured, the venue where the performance will occur and also the City of Edmonton.
- v. The applicant supplies written documentation proving the issuance of the venue of performance owners or agent's permission to discharge pyrotechnic materials and devices at site.
- vi. At the Safety Codes Officers' discretion, a representative demonstration of any or all effects will occur in the venue of performance prior to the issuance of the permit.
- vii. Edmonton Emergency Response Department, Fire Prevention Branch personnel may be present for all such pyrotechnic shows and will have the authority to cancel the show for just cause, including but not limited to,
 - a) Violation of permit.
 - b) Change of show product without approval.
 - c) Violation of any of the standards presented in NFPA 1126 (1992) Standard for the Use of Pyrotechnics before a Proximate Audience.

NOTE: Noncompliance with these requirements may result in action being taken in accordance with the Safety Codes Act.

Appendix C: Venue Layout

Also available: edmontonexpocentre.com



Appendix D: Parking Map

Also available: edmontonexpocentre.com



Appendix E: Venue Capacity Chart

| | Square Footage | Ceiling Height ft. | Ceiling Height m. | Theatre | Classroom | Reception | Booth Capacity 10'x10' | Rounds of 10 No Amenities |
|----------------------|----------------|--------------------|-------------------|---------|-----------|-----------|---------------------------|-----------------------------|
| Hall A | 53,262 | 24.6 ft. | 7.5 m | 2,300 | 1,900 | 4,000 | 274 | 1,800 |
| Hall B | 58,104 | 24.6 ft. | 7.5 m | 2,900 | 2,000 | 4,500 | 301 | 2,000 |
| Hall C | 77,472 | 32.8 ft. | 10 m | 3,500 | 2,750 | 5,500 | 413 | 3,000 |
| Hall D | 53,410 | 40.0 ft. | 12.2 m | 4,000 | 1,700 | 1,800 | 325 | 1,000 |
| Hall D Sales Ring | 8,990 | 28.0 ft. | 8.5 m | 350 | 350 | | 65 | |
| Hall E | 53,836 | 30.0 ft. | 9.1 m | 2,300 | 1,700 | 4,000 | 270 | 1,800 |
| Hall F | 39,156 | 30.0 ft. | 9.1 m | 2,000 | 1,600 | 3,000 | 203 | 1,300 |
| Hall G | 29,328 | 30.0 ft. | 9.1 m | 1,600 | 1,000 | 2,200 | 164 | 1,000 |
| Hall H | 36,126 | 30.0 ft. | 9.1 m | 2,000 | 1,600 | 2,750 | 178 | 1,200 |
| Halls F G | 68,484 | 30.0 ft. | 9.1 m | 3,100 | 2,250 | 5,200 | 334 | 2,300 |
| Halls G H | 65,454 | 30.0 ft. | 9.1 m | 3,000 | 2,100 | 4,900 | 319 | 2,200 |
| Halls F G H | 104,610 | 30.0 ft. | 9.1 m | 4,000 | 3,000 | 7,900 | 497 | 3,500 |
| Gallery C | 637 | 9.0 ft. | 2.7 m | | | | | |
| Gallery Room E1 | 637 | 9.0 ft. | 2.7 m | 40 | 20 | 40 | | |
| Gallery Room E2* | 652 | 9.0 ft. | 2.7 m | 40 | 20 | 40 | | |
| Gallery Room F1* | 652 | 9.0 ft. | 2.7 m | 40 | 20 | 40 | | |
| Gallery Room F2 | 531 | 9.0 ft. | 2.7 m | 40 | 20 | 40 | | |
| Gallery Room F3* | 531 | 9.0 ft. | 2.7 m | 40 | 20 | 40 | | |
| Gallery Room H1* | 652 | 9.0 ft. | 2.7 m | 40 | 20 | 40 | | |
| Gallery Room H2 | 645 | 9.0 ft. | 2.7 m | 40 | 20 | 40 | | |
| Gallery Room H3 | 645 | 9.0 ft. | 2.7 m | 40 | 20 | 40 | | |
| | Square Footage | Ceiling Height ft. | Ceiling Height m. | Theatre | Classroom | Reception | Rounds of 10 No Amenities | Rounds of 10 Full Amenities |
| Ballroom 101-106 | 16,545 | 18 ft. | 5.5 m | 1,240 | 780 | 1,275 | 800 | 600 |
| Ballroom 101 | 1,291 | 18 ft. | 5.5 m | 100 | 50 | 100 | 60 | 50 |
| Ballroom 102 | 1,147 | 18 ft. | 5.5 m | 100 | 50 | 100 | 60 | 50 |
| Ballroom 103 | 1,263 | 18 ft. | 5.5 m | 100 | 50 | 100 | 60 | 50 |
| Ballroom 104 | 4,206 | 18 ft. | 5.5 m | 320 | 210 | 325 | 200 | 150 |
| Ballroom 105 | 4,312 | 18 ft. | 5.5 m | 320 | 210 | 325 | 200 | 150 |
| Ballroom 106 | 4,326 | 18 ft. | 5.5 m | 320 | 210 | 325 | 200 | 150 |
| Meeting Room 107 | 1,250 | 12 ft. | 3.7 m | 100 | 50 | 100 | 60 | 50 |
| Meeting Room 107A | 1,250 | 12 ft. | 3.7 m | 100 | 50 | 100 | 60 | 50 |
| Meeting Room 108 | 1,250 | 12 ft. | 3.7 m | 100 | 50 | 100 | 60 | 50 |
| Meeting Room 108A | 1,250 | 12 ft. | 3.7 m | 100 | 50 | 100 | 60 | 50 |
| Meeting Room 109 | 1,250 | 12 ft. | 3.7 m | 100 | 50 | 100 | 60 | 50 |
| Meeting Room 109A | 1,250 | 12 ft. | 3.7 m | 100 | 50 | 100 | 60 | 50 |
| | Square Footage | Ceiling Height ft. | Ceiling Height m. | Theatre | Classroom | Reception | Rounds of 8 No Amenities | |
| Meeting Room 201 | 3,538 | 7 ft. | 2.13 m | | | | | |
| Meeting Room 202 | 3,267 | 7 ft. | 2.13 m | 200 | 60 | 100 | 100 | |
| Meeting Room 301 | 3,590 | 12 ft. | 3.7 m | 200 | 160 | 250 | 150 | |
| Meeting Room 302 | 3,590 | 12 ft. | 3.7 m | 200 | 160 | 250 | 150 | |
| Meeting Room 301/302 | 7,180 | 12 ft. | 3.7 m | 400 | 320 | 500 | 300 | |

Appendix F: Food Sales and Sampling

**Food Sales and Sampling
Application Form**

- *Northlands reserves the right to control the sale and/or sampling of all food and beverages, including confectioneries.*
- *A copy of your complete menu with pricing must accompany this application.*
- *Refer to INDEPENDENT CONCESSIONAIRES RULES AND REGULATIONS*

EXHIBITORS CORPORATE NAME: _____

ADDRESS: _____

CONTACT NAME: _____

PHONE/FAX NO.: _____

NAME OF SHOW: _____

APPLICATION FOR, CHECK ALL THAT APPLY:

- | | |
|----------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Food & Beverage sales | <input type="checkbox"/> Food sampling |
| <input type="checkbox"/> Alcohol beverage sampling | <input type="checkbox"/> Beverage sampling |

ATTACHED:

- | | |
|--------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Certificate of Insurance Copy | <input type="checkbox"/> Menu and Price List |
| <input type="checkbox"/> Photo of Booth and Signage | <input type="checkbox"/> Copy of Current Business License |

Will the food be heated using CSA approved equipment _____ Yes _____ No

RETURN THIS FORM 30 DAYS PRIOR TO COMMENCEMENT OF SHOW TO:

Northlands, Hospitality & Client Services, P.O. Box 1480, Edmonton, AB, T5J 2N5
Tel. No. (780) 471-7341 Fax No. (780) 471-7172 Email: EXPOFoodServices@northlands.com

Office Use Only:

- _____ Approved pending signed contract and submission of certificate of insurance
_____ Not Approved _____ Food Sample(s) required by Northlands prior to approval

Additional Details: _____

_____ (Signed for Northlands) _____ Date

Appendix G: Independent Concessionaires

INDEPENDENT CONCESSIONAIRES RULES AND REGULATIONS

APPLICATION PROCESS

- Review *RULES AND REGULATIONS*.
- Complete a *Food Sales and Sampling Application Form*.
- Submit along with menu and price list, pictures of booth including signage 6 weeks prior to the start of the show to EXPOFoodServices@northlands.com or fax (780) 471-7172.

PUBLIC LIABILITY INSURANCE

All Concessionaires/Exhibitors must possess a minimum of \$2,000,000 Public Liability Insurance and furnish proof of this insurance. Proof of insurance must be submitted to Northlands, from the insurance company offices, before access to your booth for set-up will be granted.

GOVERNMENT INSPECTORS

The LICENSEE will provide to all government inspectors or agents all information required in the conduct of their investigation and will not impede or overrule the work of any government inspector.

GARBAGE AND CLEAN-UP

All LICENSEES are responsible for disposal of their garbage and clean up of their own booths. As NORTHLANDS is committed to an extensive recycling program, LICENSEES are requested to separate all recyclable materials and place them in appropriately marked bins. Both refuse and recycle bins will be placed in numerous locations throughout the site. NORTHLANDS staff will not collect or dump the LICENSEES refuse or recyclable materials. Clean up of aisles, streets, roads and areas provided for the public will be done by NORTHLANDS.

ELECTRICAL SERVICES

All LICENSEES are responsible for obtaining any power or water hook-ups that are required to operate your booth. Please contact Showtech at 780 429-1162.

As an exhibitor at Northlands, it is your responsibility as set forth in the License Agreement (which includes this manual) to know and follow all rules and regulations of Trade & Consumer Shows. Please ensure any representatives or employees working with you are also aware of this information.

In interpreting the following Rules, Regulations and Conditions "NORTHLANDS" shall mean Northlands and the "LICENSEE" shall mean the party named in the License Agreement.

PRODUCT EXCLUSIVITY

Coca-Cola Bottling Ltd. has an exclusivity deal with Northlands therefore all soft drinks, juices, and bottled water offered by vendors must come from Coca-Cola Bottling Ltd.

1.1 PAYMENT

- *To maintain adequate and sufficient records related to the conduct of its business, NORTHLANDS shall have the right, at all reasonable times to examine and audit such records either by itself or through its employees, servants, or agents. Further, the LICENSEE agrees that NORTHLANDS has the right to have a trained auditor in the LICENSEE'S booth at any time for the purposes of auditing sales.*

- *The payment schedule is as follows:*
 - *Concessionaires are required to make percentage payments. A daily revenue breakdown or sales report showing the calculation of the percentage will be submitted along with statement.*
 - *A 25% commission of your net sales plus 5% G.S.T. must be submitted to NORTHLANDS within 24 hours of close of business.*
 - *Payment can be made using cash, certified cheque, Visa, MC or debit.*
 - *To make payment please proceed to 4th Floor reception in the Edmonton EXPO Centre.*

1.2 LICENCESES, REGULATORY AUTHORITIES, RULES AND REGULATIONS

- *That the Management of NORTHLANDS, shall have absolute right and discretionary power to interpret, alter, amend, add or cancel any of these rules and regulations and the LICENSEE agrees to be bound by such. The Management shall also have the absolute right and discretionary power to relax, vary or cancel any of these rules and regulations in individual cases.*
- *That the LICENSEE shall not put up or operate any engine or motor or machinery, or use oils, burning fluids, propane, camphine, kerosene, naphthol, acetylene or gasoline on the premises; nor bring or allow to be brought onto the premises any material or substance, nor do any act or permit any act to be done on the premises which will increase the fire hazard of the premises or will have the effect of increasing the premium or premiums payable on any insurance held by NORTHLANDS on the premises or render any such policy of insurance liable to cancellation or render such policy of insurance invalid.*
- *Except as provided in the Agreement, no further or other use of the premises shall be permitted except with the prior written consent of NORTHLANDS, and subject to the terms*

and conditions in such written consent, which permission NORTHLANDS may grant or withhold in its absolute discretion.

- *That NORTHLANDS reserves the right to remove from the Trade or Consumer Show Site any exhibit or LICENSEE which NORTHLANDS deems unsuitable and retain all funds paid by the LICENSEE as liquidated damages.*
- *That NORTHLANDS Management and or Auditors shall have the right to inspect the LICENSEE'S premises at all times.*
- *Sampling of food may be permitted on a limited basis with the written approval of NORTHLANDS.*
- *That the LICENSEE must obtain and maintain adequate public liability insurance. See Certificate of Insurance form enclosed.*
- *That the LICENSEE is responsible for securing storage space and shall not use the space allocated by NORTHLANDS for that reason unless approved by NORTHLANDS.*
- *That the LICENSEE'S concession shall meet the following standards. Please initial each item. The concessions must:*
 - *be in good structural condition _____*
 - *be attractive (new or clean canvas or new paint; new or clean equipment), _____*
 - *have identifying signage which is professionally painted and installed, _____*
 - *clearly display, through professional signage, prices of the products for sale, _____*
 - *have all electrical hook-ups C.S.A. approved and up to Electrical Code Standards, _____*

- *have the plumbing line (potable water and drains) hook-ups leak free. All hoses must be double braided or better and must have back-flow preventors installed within the booth. All plumbing lines for concessions must be a minimum of 100 feet. _____*
- *contain a 20 lb. BC dry chemical fire extinguisher, _____*
- *have its own garbage container, _____*
- *all food concessions must meet the City of Edmonton Health Regulations, please see attached document _____*
- *be as depicted in the original application. Substitutes will not be accepted unless permission is given by NORTHLANDS. If drawings were submitted, the booths must meet these requirements and be an accurate representation of the drawing. _____*
- *Containers with grease must not be dumped in the sewers. The LICENSEE must dispose their grease in the metal containers located in the compound areas. _____*

1.03 STAFFING

- *All Staff are required to meet the following uniform standards.*
 - *One consistent professional look for all staff. _____*
 - *Uniform must be cleaned, pressed, and in good repair. _____*
 - *Long hair must be tied back and away from the face. _____*
- *All Staff are to meet the hospitable standards that we expect from our staff.*
- *Any Staff while on duty is to refrain from consuming any alcoholic beverages while operating their booth.*

- *One person must possess a valid Serving Safer Food/Food Safety Certificate.*

1.04 CONDUCT

- *That NORTHLANDS reserves the right to eject from the premises any person or persons who, in the opinion of NORTHLANDS, are conducting themselves in an objectionable manner, and the LICENSEE hereby waives all claim for damages arising from the exercise of such right.*
- *That the LICENSEE shall maintain its space and area surrounding the exhibit or concession in a neat and clean condition. All storage must be out of sight of the general public. All goods must be stored in either the LICENSEE'S booth or in an off-site location. No additional storage is available or permitted within the buildings.*
- *That the LICENSEE will not create excessive noise and will conduct its operation in a business-like manner. The LICENSEE will not operate any sound device without written consent of NORTHLANDS. This privilege may be revoked at any time.*
- *That the LICENSEE will adhere to the hours of operation set by NORTHLANDS (where hours are set) and will not cease operation before the time set by NORTHLANDS.*
- *The LICENSEE'S booth will open by the opening time noted and remain open until closing time every day regardless of weather conditions or attendance unless written permission is received from NORTHLANDS management. Booths must be manned during operating hours.*
- *That all materials in the concession shall conform to fire regulations. See attached document.*

- *PRICE REGULATION: NORTHLANDS reserves the right to regulate prices if NORTHLANDS decision is that the prices set by the LICENSEE are excessive or too low. The LICENSEE agrees to abide by NORTHLANDS posted prices if so set.*

ARTICLE 2 - MISCELLANEOUS

2.01 DELIVERY OF GOODS

Employees of NORTHLANDS will not receive goods on behalf of LICENSEE. Arrangements for delivering and storage of goods are the responsibility of the LICENSEE.

2.02 STORAGE

Storage of equipment on the grounds after the move-out deadline as listed on the face of this Agreement is not permitted. Equipment left on the grounds after the move-out date will be removed or stored at the LICENSEE'S expense. The LICENSEE absolves NORTHLANDS from any liability or claim with respect to such action taken after the move-out date.

2.03 SALES

LICENSEE will prominently display signs showing prices of articles on sale.

LICENSEE may use an Interac device for sales transactions. The Interac transaction shall be strictly on a product for purchase basis. LICENSEE is not permitted to advertise or offer a "cash back" opportunity for customers using the Interac device on a product for purchase transaction.

The granting of any privilege therein to the LICENSEE with respect to the sale of goods does not prevent NORTHLANDS from granting such other similar privileges to other LICENSEES, as NORTHLANDS deems appropriate.

2.04 GIFTS

The policy of Northlands prohibits the receiving or giving of gifts. Please do not embarrass the staff by offering gifts or goods at no charge. By not observing the rule, it could cost an employee his or her job.

ALBERTA HEATH SERVICES STANDARDS FOR THE OPERATION OF TEMPORARY FOOD AND DRINK CONCESSIONS:

Single service containers and utensils shall be stored and dispensed in a clean and sanitary manner. The reuse or reissue of single service items is forbidden.

All reusable food containers and utensils, and cooking equipment shall be cleaned and sanitized as follows:

- *Wash in hot water detergent solution of not less than 45 degrees Celsius.*
- *Rinse in clean hot water of not less than 45 degrees Celsius.*
- *Sanitize by immersing the clean item for 2 minutes in a solution of 100 PPM chlorine (bleach), or other approved sanitizers.*
- *Air dry.*

All food contact surfaces shall be cleaned with a detergent solution and sanitized with a bleach and water solution prior to opening each day and between preparation of raw and cooked products.

All self-service condiments must be in single service packages or dispensed from approved dispensers which would include pumps, squeeze containers or container with self-closing covers or lids.

All foods shall be displayed in a manner which prevents contamination. (I.e. sneeze guards and covered containers)

All food and food related items (i.e. food containers, pots and pans, single service items) shall be stored up off the floor.

All perishable foods shall be transported and stored at a temperature of above 60 degrees Celsius (140 degrees Fahrenheit) or less than 4 degrees Celsius (40 degrees Fahrenheit). Thermometers are required to check and maintain these temperatures.

All foods must be prepared within the food concession or within an establishment with a valid food permit. The Environmental Health Officer can advise you as to whether an establishment has a valid food permit.

All foods shall be transported in covered containers.

All hamburgers must be thoroughly cooked, with no pink color remaining to a temperature of 165 degrees Celsius.

The public health act, food regulation and the public health act, nuisance and general sanitation regulation govern the operation of all temporary food and drink facilities at all times.

The Alberta Health Services, Environmental Health Services, recognizes two types of temporary concessions:

- *“Type ‘A’ Temporary Food Facility” is one which is in operation for more than 2 days but less than 15 days. All sections of this standard copy apply. (i.e. Klondike Days)*
- *“Type ‘B’ Temporary Food Facility” is one which is in operation for 2 days or less. All sections of this standard, except Sections A(e)(i), (ii), and (iii). However, there must be a clean-up sink or basin with an adequate supply of cold water (e.g. covered container with spigot) and a means of heating water (e.g. coffee urn) available at these concessions (e.g. Charitable BBQ venues, promotional BBQ’s, small community events).*

Temporary food facilities operating outside the auspices of a sanctioned special event are allowed to operate a total of 14 days in any calendar year if this temporary food establishment receives approval from Capital Health - Environmental Health Services prior to opening.

Temporary Concessions operating for more than 2 days but less than 15 days.

Requirement: All sections of this Standard apply.

Temporary Concessions operating less than 2 days; i.e. charity or promotional BBQ’s, small community events:

Requirement: All sections of this standard apply except the section on Sinks & Water supply, which states:

- *A sink/basin shall be provided.*
- *A supply of potable water shall be provided along with a means of heating the water; i.e. a 20 litre (5 gallon) jug with a dispensing valve and an electric kettle.*

CAUTIONS

Sanitizing solution may be 100 PPM to 200 PPM chlorine or one tablespoon of household bleach per gallon of water.

- *All foods must be prepared onsite or in a permitted food establishment. Absolutely no homemade foods are allowed.*
- *Do not store perishable foods in your vehicle. (Exception - reefer truck).*
- *Transport all foods in covered containers. Perishable foods must be kept either hot (above 60 degrees Celsius) or cold (below 4 degrees Celsius) at all times.*
- *Thoroughly cook all foods. Reheat cooked foods to a minimum of 74 degrees Celsius and cook ground meats to a minimum of 71 degrees Celsius.*

- *Any employee exhibiting symptoms of a potentially transmittable illness (diarrhea, cough, sneezing or runny nose) should not be handling food.*
- *Remember - There is a limited storage space on-site. Have a person available to go for supplies.*

If you have any further questions, please contact (780) 413-7927.

EQUIPMENT

- *Floors - acceptable flooring includes asphalt, concrete, or finished plywood.*
- *Walls and Ceilings - acceptable materials include painted plywood, canvas or vinyl. Walls shall enclose the concession to at least one metre in height from floor except in the entrance, and shall provide adequate protection from the elements. (e.g. wind, rain, dust, etc.)*
- *Surfaces and Equipment - Food preparation surfaces and counters must be smooth, easily cleanable and non-absorbent. All food equipment must be within the confines of the food concession with the exception of barbecue equipment.*
- *Barbecues - shall be adequately isolated from the public to prevent accidental contact. A barricade should be provided which is at least one metre high and should keep the public back at least one metre from the barbecue.*
- *Sinks and Water Supply - At least one large all purpose utility sink must be available for each food concession. It shall be easily accessible (preferable inside food concession) and equipped with a faucet. This sink is to be used for washing hands and cleaning equipment.*
- *There shall be an adequate supply of cold running water piped to the utility sink and connected to the faucet*
- *There shall be an adequate supply of hot running water provided at the utility sink and it shall be equipped with a shut off valve (i.e. faucet or spigot on a coffee urn - minimum size 3 gallons). A hot water supply provided by in-line heaters or hot water tanks is recommended.*
- *All of the hot and cold water lines shall be CSA approved for potable water. Garden hoses are not acceptable. Back flow preventers must be provided on the water source.*
- *All the potable water lines shall be in a clean and sanitary condition and should be flushed with potable water for at least two minutes prior to usage.*

CLEANING SUPPLIES

There shall be cleaning supplies provided at the utility sink which must include:

- *Liquid hand soap and single service towels for handwashing, and*
- *Clean linens, dish detergent and bleach for cleaning dishes and equipment.*

LIQUID AND SOLID WASTES

All liquid waste shall be discharged directly to the sanitary sewer where accessible or to a holding tank adequate to meet the needs of your food concession.

The liquid waste disposal system must never be allowed to contaminate the food concession or the ground.

The solid wastes shall be kept in covered, washable containers lined with plastic bags. They shall be emptied as necessary.

*ADDITIONAL INFORMATION FOR ICE CREAM SELLERS:

RE: Ice Cream Dipper Well

Section 50 of the Food Regulation 240/85, states:

“All equipment must be maintained at all times...in a clean and sanitary condition.”

To store the scoop for the serving of bulk hard ice cream requires special equipment since it:

- *Is reused throughout the day;*
- *Is usually kept moist to allow for easier dispensing of ice cream; and*
- *Contains dairy products, which when kept at room temperature, will allow the growth of bacteria.*

OPERATIONAL STANDARD:

All establishments that serve hard ice cream and frozen dairy products must have continuous running water dipper wells for storage of scoops in close proximity to ice cream.

This standard does not apply to operations that only serve hard ice cream on an intermittent basis, or other types of ice cream where an individual scoop is being stored in the ice cream container.

CRITERIA:

Both the scoop and the dipper well must be cleaned to remove all milk stone, and sanitized on a regular basis.

EMPLOYMENT STANDARDS ACT

The following information has been prepared as a guide for employers and employees. For further information please contact our Edmonton Regional Office at the address below or phone (780) 427-3731.

Employment of persons under 15 years of age is prohibited. Persons 15 years of age and under 18 years of age must be in the continuous presence of at least one person 18 years of age or older between 9 p.m. and midnight and cannot be employed from midnight to 6 a.m.

FOR MORE INFORMATION CONTACT: DEPARTMENT OF LABOUR

Employment Standards Branch

Main Floor, 9941 - 106 Street

Edmonton, Alberta T5K 1C4

(780) 427-3731

<http://employment.alberta.ca>

LIQUOR TASTINGS:

A liquor supplier may provide free individual tastings of liquor to patrons on a Class A, B, C or D licensed premises with the following conditions:

- *The liquor used for the tastings must be purchased from the licensee, at a price negotiated between the liquor supplier and licensee.*
- *Maximum tasting sizes are as follows:*

| | |
|------------------------------|--------------------------|
| <i>beer</i> | <i>- 56 ml (2 oz.)</i> |
| <i>coolers/premixed</i> | <i>- 56 ml (2 oz.)</i> |
| <i>wine</i> | <i>- 28 ml (1 oz.)</i> |
| <i>spirits</i> | <i>- 14 ml (1/2 oz.)</i> |
| <i>liqueurs</i> | <i>- 14 ml (1/2 oz.)</i> |
| <i>refreshment beverages</i> | <i>- 28 ml (1 oz.)</i> |

At all times during the promotion:

- *the liquor supplier or their employee must be present on the licensed premises; and*
- *the booth or area from which the tastings are offered must be staffed.*

The tastings may be served by the liquor supplier's employee or the licensee. Both the liquor supplier and the licensee are responsible to ensure:

- *minors are not provided liquor; and*
- *no one is served to the point of intoxication*

The liquor supplier must maintain a written record of tasting activities, including the date, name and location of the licensed premises where the tastings took place and the cost (see Section 8.5.5). These records must be provided to the AGLC on request.

A Class D licensee may conduct a tasting session for customers on behalf of a liquor supplier, with the following conditions:

- *the liquor supplier and the licensee must have a written buy/sell agreement (BSA) (see Section 8.3). The BSA must:*
- *identify the liquor product(s) that will be offered;*
- *specify the dates and times of the tastings, and*
- *be signed by both the liquor supplier and licensee before any tasting sessions can take place.*
- *there can be no charge to patrons for the tastings; and*
- *the total cost for the tasting, which is charged to the liquor supplier, may include:*
- *staffing costs (i.e., wages, benefits and administrative costs to a maximum of \$20 per hour); and*
- *the negotiated cost of the product being tasted.*

A Class D licensee may conduct their own liquor tasting session, independent of a liquor supplier, with the following conditions:

- *Any tasting charges to customers must be based on cost-recovery for the product tasted.*
- *The licensee is not allowed to charge back the costs of a tasting to a liquor supplier.*
- *The licensee must maintain a written record of tasting activities, including the liquor product(s) tasted, date the tasting took place and quantity consumed.*
- *Maximum sizes are per Section 8.5.1b).*

GUIDELINES

A Class D licensee may provide a patron with a sealed 50 ml bottle of spirits for off premises tasting. Food items complementary to the liquor may also be provided.

EDMONTON FIRE DEPARTMENT

FIRE PREVENTION BRANCH FIRE SAFETY REQUIREMENTS GOVERNING EXHIBITS AND DISPLAYS IN ASSEMBLY BUILDINGS DISPLAYS IN ASSEMBLY BUILDINGS

NOTE: THE REQUIREMENTS AS NOTED BELOW ARE ONLY A CONDENSATION OF THE REFERENCED SECTIONS OF THE ALBERTA FIRE CODE. IF MORE INFORMATION IS REQUIRED, CONTACT THE FIRE PREVENTION BRANCH AT (780) 427-6868.

- *No portion of a display shall obstruct any exit aisle or exit doorway.*
- *Dead end aisles shall not exceed 6 meters.*
- *If a fire hose standpipe, manual fire alarm pull station, or EXIT sign is located within the exhibit space, it shall be the responsibility of the exhibitor to provide access to such equipment and if the view to such equipment is obstructed, to provide designating signs for same.*

The following materials, if used for display or decorative purposes, shall be inherently flame proof or properly treated with a chemical flame retardant:

- *flowers (artificial)*
- *foliage (artificial)*
- *paper, cardboard or compressed paperboard*
- *split wood and bamboo fibres*
- *textiles, table skirting, etc.*

- any other material used for festive decorations including Christmas trees
- wallpaper is permitted if pasted securely to walls or wallboard backing.

Permission may be given to use materials such as:

- hay or straw
- acetate fabrics
- paper backed foil
- after considering the amount and locations of these combustibles and also treating them with a chemical fire retardant.

It is not the intent of this guideline that textiles and similar combustible merchandise on display for sale be flameproof, however, quantities shall be limited to an acceptable amount.

- The use of open flame is limited to certain equipment that requires open flame to demonstrate the function of such equipment. However, individual approval is required from the Fire Prevention Branch to have such open flame.

Equipment must be set up in a manner that will comply with acceptable safety standards and a suitable fire extinguisher shall be provided. If at any time the Fire Inspector deems such equipment to be operated in a manner dangerous to public safety, he shall direct the property owner to cancel the privilege of the exhibitor concerned.

Every display using an open flame must have a 2A 10BC rated (minimum) multi-purpose fire extinguisher. Food service concessions must have a 20BC rated (minimum) dry chemical, fire extinguisher.

- Interior food service displays shall provide a diagram drawn to scale showing the location of cooking equipment (deep fryers, grills, and stoves) fire extinguishers and aisle space within the booth area.

- Open flame shall not be used solely for attracting attention.
- Under the authority of Provincial Plumbing & Gas Protection Services, propane may be used for propane burning appliances, however, the cylinder shall not exceed 5 lb. capacity. If a larger cylinder is used it shall contain only 5 lbs. of propane and an invoice, from the supplier to verify this, must be on hand at all times.
- Gasoline tanks on motor vehicles or other gasoline fueled equipment shall be not more than 1/4 full, complete with a locking gas cap. The battery must be disconnected within the buildings.
- Propane fueled vehicles are not permitted inside the building unless the tank is empty or special conditional permission is obtained.
- Boxes and cartons from which merchandise has been removed, must be neatly piled in storage areas designated by the property owner.
- All electrical appliances, electrical cords and electrical connections shall comply with the Electrical Code.
- Motor vehicles designed for open air food services are prohibited in public assembly buildings.
- Outdoor displays, parked vehicles or other objects shall not restrict access to, or obstruct from view, any fire hydrant or Fire Department connection on any building.
- The property owner shall have on hand the name and phone number of the person (promoter) who is responsible or in charge of the overall exhibition.
- Each Concessionaire is to have a Class A-B-C Fire Extinguisher in each operation booth at all times

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

The Workplace Hazardous Materials Information System, or WHMIS as it is often called, is a national system designed to ensure that all employers obtain the information that they need to properly inform and train their employees about hazardous materials used in the workplace.

Through legislation, uniform requirements have been established to ensure the hazards of materials produced, sold, imported or used in the workplace are identified by both suppliers and employers.

A supplier of a “controlled product”, as defined by WHMIS under the federal Hazardous Products Act, must provide detailed information concerning that product in the form of a “Material Safety Data Sheet” (MSDS).

Under occupational safety and health legislation employers are also required to provide their workers with hazard information received from suppliers and in respect of controlled products produced in the workplace. Information must be provided in three ways:

- *Employers must ensure that controlled products used in the workplace are labeled according to WHMIS requirements.*
- *Employers are responsible for obtaining an MSDS for each controlled product from suppliers. MSDSs for controlled products must be readily accessible to workers at each work site*
- *Employers must ensure that instruction is provided for workers who handle, are exposed to, or likely to handle hazardous materials. Requirements for worker education are comprehensive.*

The above information is intended to make you aware of the Workplace Hazardous Materials Information System legislation.

FOR MORE INFORMATION CONTACT:

Workplace Health and Safety
6th Floor, 10709 Jasper Avenue
Edmonton, Alberta T5J 3N3
(780) 427-2687

Appendix H: Event Planner's Timeline and Checklist

| | |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 - 18 months | <ul style="list-style-type: none"> - Sign and return copies of your event license agreement - Submit your license agreement & non-refundable initial deposit |
| 6 months | <p>Preliminary Event Overview: Consult with your Event Manager regarding the requirements and cost estimates. Some items to include but not limited to:</p> <ul style="list-style-type: none"> - Event Overview: Date(s) and time(s), Event, move in/out, - Event Space Allocations: main event space, show office, exhibitor lounge, additional meeting rooms, VIP space(s) - The type of event and attendees, anticipated attendance |
| 2 Months | <ul style="list-style-type: none"> - Submit floor plans, special permits and / or rigging requirements for approval from Fire Marshal & AGLC (if applicable) - Submit requirements for all spaces rented as it relates to: <ul style="list-style-type: none"> o Power requirements o Infrastructure / temporary furniture o Technology (phone, Internet) - Room set-up requirements (including ancillary spaces): Layout, lighting, access cards, cleaning requirements, Food & beverage - Access Control: Location (where exhibitors will be entering / exiting, dedicated loading dock), Exhibitor Badges (activation dates, pick up location / date), Swipe cards for show management - Third Party Activations: power, AV, display company, AV, Food & Beverage - Branding / Sponsorship Activations: Nature of activation, proposed location(s) - Ticketing / Registration / Accreditation requirements: location, times, ticket process - Transportation requirements: Show management (designated parking, passes), Exhibitor Parking (charge / passes; shuttle drop zones) |
| 6 Weeks | <ul style="list-style-type: none"> - Food and beverage requirements: permits for food sampling, catered spaces, concession activation - Management of VIPs, media or entertainers (space utilization, F&B etc.) - Front of House operations: Event signage requirements & location(s), Queuing - Review cost estimate with your Event Manager |
| 1 Month | <ul style="list-style-type: none"> - Confirm event timing and programming - Send a copy of show credentials to Event Manager - Confirm: Guest Services, Security, Parking, First Aid, Technology - Certificate of Insurance - Confirm any third party display early move in requests |
| 2 Weeks | <ul style="list-style-type: none"> - All event requirements due 14 days prior to move in to avoid late service charges |
| 1 Week | <ul style="list-style-type: none"> - Pre-event meeting to discuss: services confirmation, technology, staffing, power, space, chattels, move in plan, brief overview of move out, event programming |
| Event Day | <ul style="list-style-type: none"> - Pre-event meeting with Event Manager |
| Post Event | <ul style="list-style-type: none"> - Post-event meeting - Post-event walkthrough: Event Manager, facilities, client-designee, security - Final Settlement Please complete Evaluation form |

Appendix I: Social Media & Event Listing



Northlands Social Media and Event Listing

Please use this form if you would like to add an event to our websites or digital properties.

Please indicate where this posting should go:

WEBSITE FACEBOOK TWITTER NORTHLANDS APP

Event Name: _____ Dates: _____

What venue is this event in?

EXPO Centre Rexall Place Northlands Park Other

If other, please indicate where: _____

Event / Performance Date(s): _____

Event / Performance Time (s): _____

Open to the Public: No Yes Ticket Price(s): _____

Event Phone number (for web calendar - only if desired): _____

Event Website: _____

Ticket purchase link: _____

Facebook URL: _____

Twitter URL: _____

Event summary:

1 or 2 sentences that summarizes what the event is. Could be the tagline.

Event description:

Full description of the event. Recommendations for event description include: description of activities, hours of public access, locations to purchase tickets (if applicable) and contact information for additional details.

Maximum number of **characters allowed is 500.*

The Northlands Marketing team reserves the right to edit this information for formatting, grammar and punctuation. If we receive no response, your event will be posted on the website calendar with the name and date only.

Photo Requirements:

Before submitting your event, please be sure to include the proper photo file. All Files should be supplied as a Photoshop or illustrator file (CS5) or as a Jpeg. Any fonts should be converted to paths and include and support graphics.

1. **Website event listing** - 510px w x 180px h
2. **Event thumbnail** - 120px w x 98px h
3. **Homepage Banner image** - 800px wide by 385px high
4. **Northlands App icon image** - 200px wide by 200px high
5. **Northlands App Banner image** - 640pixels wide x 270 pixels high. Content/logo should be in the upper left hand quadrant (Inside the top 135 pixels and the left of the 320 pixel mark).