

GREEN JOBS FORUM

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Dec. 3, 2014 Calgary TELUS Convention Centre

Exhibitor Manual

The Green Jobs Forum 2014 CHECKLIST

FORMS TO BE RETURNED DIRECTLY TO THE CALGARY TELUS CONVENTION CENTRE:

- Internet Order Form
- Telecommunication & Cable TV Order Form
- Sign/Banner Installation & Dismantling Order Form
- Utilities Order Form
- Catering

All forms must be submitted to the Calgary Telus Convention Centre by Wednesday November 19th in order to qualify for the advance rate.

Click here for all of the above mentioned forms: <http://greenjobsforum.ca/wp-content/uploads/GreenJobsForum2014-CTCC-Service-Order-Form.pdf>

The Green Jobs Forum 2014

SHOW FACTS

Show Dates and Hours

Wednesday December 3, 2014

9:00 a.m. – 6:00 p.m.

Location

Calgary Telus Convention Centre, South Building

120 9th Avenue SE

Calgary, Alberta

Canada, T2G 0P3

Event Co-Hosts

Green Living Enterprises

70 The Esplanade, Suite 307

Toronto, Ontario

M5E 1A6

(416) 360-0044 ext. 211

ECO Canada - Environmental Careers Organization of Canada

Suite 200, 308 – 11th Avenue SE

Calgary, Alberta

T2G 0Y2

(403) 476-1974

Admission

Admission is free for all attendees

Event Management

Vice President of Operations

Vice President of Events

Program Director

Christopher Seguin

Robert Orlovski

Stephanie Rodrigues

Age Limits

Due to safety concerns when forklifts and vehicles are in operation, persons under the age of sixteen (16) are prohibited from being in the Space during move-in and move-out.

Badges

- Exhibiting companies will be provided with 3 badges.
- Badges will list your company name only.
- Your badges will be in your booth in the exhibit hall.
- If you have any questions about your company badges, please speak to the Exhibit Hall floor manager or visit the Info Desk in the main hallway.

Booth Etiquette

- Exhibits must be staffed during all hours of the event.

Booth Guidelines

- Full drape booth walls are the standard for all booths (back wall is 8 ft. high and 10 ft. wide, side walls are 3 ft. high and 8 ft. wide). This provides exhibitors with maximum space and gives a more professional look to individual booths.
- Any variance to these guidelines must be approved by Show Management prior to move-in. Any variances that have not been approved may require alteration on-site at the exhibitor's expense.
- **Displays cannot encroach on doorways or on any fire extinguishing equipment.**

Booths Requiring Special Approval

- Displays with a canopy or tent structure
- Two-storey or mezzanine booths
- Booths that contain stairs or risers
- Booths that contain propane or natural gas equipment

Building Regulations For Exhibitors

Please refer to page 13 of the [Service Order Forms](#) PDF.

Copyrighted Materials

- The exhibitor is responsible for obtaining all required licenses and permits to use music, photographs or other copyrighted materials in their booth. Show Management reserves the right to remove any materials that are not accompanied by the proper documentation.
- The exhibitor will indemnify and hold harmless Show Management, the facility, their agents and their employees from all loss, costs, claims, causes of action, suits, damages and liabilities.

Damages/Cleaning Costs

- Exhibitors are expected to leave their booth space the way they found it.
- Use of non-official tape could result in additional cleaning charges. Duct tape is not permitted to affix your floor covering to the floor. Double-sided cloth tape is the preferred type of tape to use. It can be purchased on-site from our Show decorator if needed.
- The distribution of stickers to attendees is not recommended. If any such stickers are found affixed to the site afterwards (walls, drapes, etc.), their removal will be the exhibitor's responsibility.
- It is prohibited to affix anything to building pillars, pipes, flooring or supports.

Greening the Show

The Green Jobs Forum is making every effort to minimize waste and reduce the size of our carbon footprint. We ask that you carefully consider your booth, giveaways, handouts, packaging, packing materials and waste management to

make it as sustainable as possible. We strongly recommend that Exhibitors use FSC-certified paper and consider an environmentally sound printing process when planning for brochures, pamphlets and business cards to be handed out at the event. Our attendees are observant and will expect the show and its exhibitors to be leading the way in environmental sustainability. Please act responsibly and wherever possible – Go Green!

Hotel

The Green Jobs Forum has negotiated a special rate for exhibitors at Hotel Le Germain Calgary <http://www.germaincalgary.com/en/home>. Guests should call the hotel directly to make reservations at 1(877)362-8990. Please quote **Green Jobs Forum** to receive the discounted rate.

Discounted rates:

Superior Queen @\$ 279.00 \$

Deluxe King @ \$ 309 .00

Includes continental deluxe breakfast and internet.

Move-In

Wednesday December 3, 2014

7:00 a.m. – 10:00 a.m.

- All exhibits must be show ready by 10:00 a.m.
- All unloading must be done from designated unloading areas. Vehicles need to be unloaded and removed from the loading area quickly.
- A limited supply of standard dollies will be available for exhibitor use.
- Labour required for unloading materials or set up booth display is the exhibitor's responsibility.

Move-Out

Wednesday December 3, 2014

6:00 p.m. – 12:00 a.m.

- The show closes at 6:00 p.m. For public safety it is required that you maintain your booth set-up until 6:00 p.m.
- There will be a limited number of dollies available. Dollies will be released once the show is closed.
- Each exhibitor is responsible for their own product. Unattended product left at the loading docks is at risk for theft. Show Management recommends hiring a volunteer or a security guard if you are unable to tend to your product.
- All materials used in displays must be removed from the building by 11:59 p.m. Wednesday. Any materials left behind will be removed by the official carrier at the exhibitor's risk and expense.

Parking

The Calgary Parking Authority operates parking at the Convention Centre. Location and rates can be found here:

<http://www.calgaryparking.com/web/guest/parkinglots/lot60>

Security

- Exhibitors are ultimately responsible for their own booth security.
- Uniformed guards are on duty 24 hours a day. Please be courteous to them as they perform their duties.
- Do not leave valuables unattended and ensure the Show floor is clear of attendees before exiting your booth.

Shipping

Exhibitor's Company Name, Booth Number and Name of Show
c/o Calgary TELUS Convention Centre,
Attention: Sign for Maintenance Department,
705 - First Street Southeast,
Calgary, Alberta, Canada
T2G 2G9

Signage

- All signage must be professionally made. No handwritten signs will be permitted. The use of blackboards is welcome given their reusable nature. If you need signage created for the purposes of the show you can contact Green Living Enterprises at 416-360-0044 ext. 211.

Solicitation

- Solicitation of exhibitors or attendees by non-exhibitors is strictly prohibited.

Sound Levels

- Microphone systems are not permitted at the event.
- Music and other sounds will be monitored by Show Management.
- Show Management reserves the right to make necessary adjustments to sound levels in the event that sound from your booth is becoming a nuisance to surrounding exhibitors.

Storage

We ask that exhibitors store any packaging or empty boxes under the table in their booth. Exhibitors are welcome to use coat check for their personal belongings.

Waste

At the end of the Show, exhibitors can leave glass, paper, wood and plastic neatly sorted in their booths for recycling by the Metro Toronto Convention Centre.

To learn more about the facility's green initiatives, go to <http://www.calgary-convention.com/about/environment/>