



39 Gordon Drive S.W.
Calgary, Alberta T3E 5A6
Office: (403) 249-1270
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www.calgarybabysshow.com

SHOW MANAGEMENT

The **Calgary Baby & Tot Show** is managed and produced by KRK Productions Inc.

Kelly Kennedy, Show Producer calgarybabyandtot@gmail.com

Randy Kennedy, Show Manager

Please Note, it is the responsibility of each Exhibiting Company to follow and abide by the rules, regulations and all deadlines set forth in the below Exhibitor Kit. Thank You!

SHOW DATES

- Saturday May 25, 2024
- Sunday May 26, 2024

SHOW HOURS

- Saturday 9:30 am - 5:30 pm
- Sunday 11 am - 5 pm

SHOW FACILITY ADDRESS/SHIPPING ADDRESS

- Spray Lake Sawmills
Centre
- 800 Griffin Road East
- Cochrane, AB T4C 2B8

MOVE-IN

Friday, May 24 - noon-6 pm

- Children (under 16) are not permitted on the ShowFloor during Move-in or Move-out as per Safety Regulations through the facility.
- A limited number of dollies are available to use on a first-come, first-served basis.
- On Saturday, exhibitors may enter the exhibit hall 2 hours before show opening to the public, all exhibits are to be set up by 8:30 am on Saturday.

NOTE: All pop-up tents/draping **MUST** be fire retardant with ticket of approval/confirmation attached.

MOVE-OUT

Sunday, May 26- 5- 9 p.m.

- The Hall needs to be cleared out by 9 p.m. Sunday after the show ends.
- Product that is left behind is at the risk of the exhibitor and the facility may charge a handling/storage fee.
- As of 12:01 a.m. any exhibit materials & skids left behind will not be the responsibility of Show Management.
- Dismantling your booth and leaving the hall early will not be permitted. The Show ends at 5 pm on Sunday. This is rude to all attendees still visiting the show and to fellow exhibitors

Please find a link to the floor plan: [CLICK](#)

SHIPPING

Please ship all materials directly to the Show Facility address above, include:

- **The Calgary Baby & Tot Show**
- **ATTN: Emily Redel**
- **ALTERNATE CONTACT: Kelly Kennedy 403-512-5867**
- Full Company Name
- Booth #

IMPORTANT

**Shipments will ONLY be accepted
at the time of MOVE-IN.
FRIDAY, MAY 24**

ALTERATIONS TO BUILDING

- Painting, nailing, drilling, or screwing to the floor, walls or any part of the building is not permitted except by prior written approval of both Show Management and Building Management.

SHOW FURNITURE & BOOTH EXTRAS

- The official Show contractor is **Global Show Services**
- Booths are uncarpeted, you are welcome to bring your floor covering if desired.
- All 10x6 booths include one chair and 10x10 booths include 2 chairs
- The walls of your booth are 8' high back drape and 3' high sidearms
- If you require electricity please email me directly ASAP for more information.
- Complimentary secured wifi code designated to CBT show will be available
**Charges will apply to all on-site orders*

NOTE: Exhibitors are responsible for any damage to equipment and will be charged accordingly (i.e. brokentables, broken chairs, etc.)

BOOTH CONSTRUCTION

- Booths may reach a maximum of 8' in height, inline booths have 3' high sidearms
- Changes in the standard draping are at the exhibitor's expense.
- Nothing is to be pinned or stapled to the drape – "S" hooks are available from KRK Productions during move-in.

SIGNS & BANNERS

- All booth signage and banners are to be professionally made and fit in the confines of your booth. Booth signage cannot block other exhibits.
- Any banners or signage deemed inappropriate by show management will be removed and any cost associated with the removal would be charged back to the exhibitor.

FORKLIFT SERVICE

- No Forklift Service is available at this venue, pallet jack is available at move in and hand dollies only.

PRINTER OPTIONS

- **Speedpro Signs Calgary Email-** syd@speedprocalgary.com
- **Rayacom Printing Edmonton Email-** adminwest@rayacom.com

FOOD & SAMPLING GUIDELINES DUE: MAY 6, 2024

- [Alberta Health Vendor Notification Forms](#) must be submitted if sampling food or drink.

VEHICLE DISPLAY REGULATIONS DUE: MAY 6, 2024

- All vehicles displayed inside the facility for display during the event must submit a Vehicle Notification Form to KRK Productions: please [CLICK HERE](#) for the form.

EXHIBITOR RESPONSIBILITIES

- Badges will be given upon registration/check in and are required to gain access to the Show.
- Exhibitor badges are generic and will be labeled with "Exhibitor" no company name or individual name.
- Badges must be worn at all times.

ADMISSION PRICES

- Adults -- \$10.00, Children 12 & under -- FREE
- Save \$2 by purchasing your tickets online at: www.calgarybabyshow.com

SAMPLES, SOUVENIRS AND SOLICITING

- Soliciting of business and/or distribution of samples and souvenirs will not be permitted in the aisles, the parking lots or in another exhibitor's booth, this must be confined to the exhibitor's own space.

INSURANCE

- Show Management, The Calgary Baby & Tot Show, SLS Centre and the town of Cochrane, will not be responsible for injury to persons, loss or damage of products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the show building or its property.

KRK Productions recommends all exhibitors have a \$2,000,000 minimum in liability insurance and have proof of insurance. To secure proof of insurance simply phone your insurance provider and ask for a certificate naming: KRK Productions Inc., the Show name, current facility and city of the Show. There should be no additional cost from your insurance provider for this service.
NOTE: *This is an official request. If proof of insurance is not supplied, KRK Productions Inc. will not be held liable. For more information, please refer to the Insurance & Indemnity clause on our Terms and Conditions sent with the application.*

SECURITY

- Show Management does not assume any responsibility for losses incurred from pilfering or any other causes.
- Consider bringing a covering to place over your product at night if concerned.
- While Show Management will take all reasonable security measures to safeguard small items, removal of such items daily will minimize the possibility of loss from pilferage.

SLANDER & DEFAMATION

- General Character and/or Company slights, abuse of any KRK Productions Staff or harassment of any kind will not be tolerated. Any exhibitor/s responsible will be removed from the show and facility (non-refundable).

COMPLIMENTARY Admit One Tickets

- Included with your registration are 30 ADMIT ONE tickets (\$10 value each). These tickets are provided via email with a PROMOTIONAL CODE, your clients can order their tickets online. You can give these away to preferred clients, family and friends. Contact Calgary Baby and Tot Show for your promotional code. Tickets are courtesy of KRK Productions and are meant for your client base & preferred customers only.

NOTE: *TICKETS ARE NOT FOR RESALE, and the resale or dispersing tickets on-site or during Show Hours is strictly prohibited.*

STAGE & SEMINAR PERFORMERS

- Please note The Calgary Baby & Tot Show and KRK Productions accept no liability or responsibility of theft or injury, at or as a result of any seminar or stage act, presentation or performance. If you have any concerns before your performance, please contact an on-site Show Representative who will respond to the issue immediately.

It is important to us that you have a successful Show.

If you need us at any time, please visit the Box/Show Office or look for our Show Staff on the exhibit floor.

Thank you!