

Calgary Fall Home Show Rules & Regulations

BMO Centre, Stampede Park

This document reflects the full Rules & Regulations. All policies, requirements, deadlines, and procedures remain enforceable.

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Booth Design & Construction

Exhibitors must comply with the [Booth Design Guidelines](#). All structures must be freestanding and may not be attached to building walls or floors.

Canopies & Tents

Canopies and Tents are not permitted as part of a booth display.

Cleaning

Exhibitors are responsible for cleaning their exhibit space or arranging cleaning services through Global Convention Services at an additional cost. All paint, aerosol, and chemical waste must be disposed of in the designated wash rack in the East Hall of the BMO Centre.

Cutting, Use of Tools & Working at Heights

Cutting of any materials is not permitted on the show floor. There are designated areas outside the facility.

All staff working with tools, vehicles, or at heights must be properly trained and use CSA-approved equipment and fall protection as required.

Display Vehicles

Exhibitors wishing to display a vehicle must submit a request to Show Management one month prior to move in dates. A floor manager must act as a spotter for any vehicle entering or exiting the show floor. Vehicles remaining indoors must contain no more than one-quarter tank or 20 litres of fuel, whichever is less. All motor vehicles with a roof over

9.3 m² (100 ft.²) must have a smoke alarm and fire extinguisher 2A-10BC present. Any tanks containing propane are strictly prohibited

Draws or Contests

All contests must be submitted to Show Management for approval prior to show open. Information collected may only be used by the exhibitor who collected it and only for the purpose stated and follow Canada's Anti-Spam Legislation ([CASL](#)). Non-compliant contests may be terminated by Show Management in accordance with the Competition Act.

Exhibitor Badges

Badges must be worn at all times during show hours and picked up from the Show Office during move-in. Children under 14 are not permitted during move in or move out.

Facility

Painting, drilling, nailing, or fastening into any building surface is strictly prohibited.

Fire Regulations & Flame Proofing

The Calgary Fire Department's full Indoor Events Guide is available [here](#).

All fabrics, temporary structures, signage, and coverings must have a permanently affixed manufacturer label indicating compliance with CAN/ULC-S109 or NFPA 701. Fresh cut trees may not be used for displays if past 14 days of being cut. They must be treated with fire retardant and include a tag with proof of cut date.

Materials without proper certification will be removed immediately.

Open flame, candles, burn barrels, or ceremonial smoldering require a [City of Calgary Open Flame Permit](#) and prior approval from Show Management. Highly visible signage must be used on each burn unit to warn parents of a burn hazard to children.

Displays that include structures between 9.3 m² (100 ft.²) and 27.9 m² (300 ft.²) of roof, ceiling or other obstruction must have a listed single station smoke alarm and is required to have a 2A-10BC fire extinguisher present.

First Aid & Accident/Incident Reporting

First aid services are located onsite during move in, move out and show days to respond to medical emergencies. Please visit the onsite Show Office or contact Casey Matulic, Show Manager at 905-220-9676.

Flooring

Appropriate flooring covering the full booth area is mandatory. Flooring may not be adhered directly to the building surface. Flooring may not be adhered to the floor, other than tape. All tape and residue must be removed once the booth is dismantled.

Food/Beverage & Sampling

All food and beverage exhibitors must provide appropriate information and forms to Show Management, Alberta Health Services (AHS) and Calgary Stampede (BMO Centre) one month prior to show open. This includes any sampling and/or complimentary offerings such as coffee or treats. All samples and offerings require prior approval from Calgary Stampede and Alberta Health Services. See the Exhibitor Kit for more information. Samples are limited to 2 oz liquid or toothpick-sized portions.

Cooking Demonstrations are not permitted to use grease laden vapors such as oil, fats or butter and must have a fire extinguisher present at all times.

Freight-Free Aisles & Emergency Exits

Freight-free aisles and emergency exits must remain clear at all times.

Helium Balloons, Popcorn and Shelled Peanuts

These items are not permitted as part of an included booth or display.

Insurance

Marketplace Events, the Calgary Fall Home Show, and the Calgary Exhibition & Stampede assume no responsibility for loss, theft, damage, or injury. Exhibitors must carry their own insurance and provide a Certificate of Insurance for Show Management to keep on file.

Perimeter Booths

Perimeter booths (booths located along venue walls) may not have side walls exceeding 3 ft in height without prior written approval from Show Management.

Move In

All exhibits must be ready by 11:30 AM on opening day. Move in is through designated back entrances only. Security and floor managers will monitor access.

Move Out

Early dismantling is prohibited. Dismantling of booths may begin at 6:01 pm on the last day of the show. Equipment left in the building after 12:00 pm on the following Monday may be subject to removal charges.

Propane

The use of propane in the facility is strictly prohibited. This includes any barbecues, display vehicles and food trucks.

Security

General building security is provided 24 hours a day. Exhibitors remain responsible for securing their own booth contents; Show Management assumes no responsibility for losses. All losses must be reported to the Show Office immediately.

Shipping & Receiving

Shipments received earlier than move in dates to Calgary Stampede (BMO Centre) are not permitted and will not be accepted. All deliveries must be paid for and labeled correctly. Please see Calgary Stampede (BMO Centre) Shipping Receiving Procedures for more information.

Signage

All signage must comply with booth design guidelines and [fire regulations](#).

Slips, Trips & Falls

Exhibitors must always maintain a safe and orderly booth space and report unsafe conditions to Show Management.

Smoking By-Law

Calgary Stampede (BMO Centre) is a non-smoking and non-vaping facility. Smoking and vaping are only permitted outside the building in designated areas.

Soliciting

Soliciting is not permitted in aisles, entrances, or other exhibitors' booths, including placing flyers, brochures or business cards at entrances or display areas. All sales activities must remain within the contracted exhibit space.

Sound Systems, Audio & Microphones

Sound must be kept within the confines of the exhibitor's booth. Microphones are not permitted without prior Show Management approval. Show Management reserves the right to control sound levels or in the event it becomes a nuisance to other exhibitors.

Subletting of Exhibit Space

Exhibitors may not sublet or share exhibit space without prior written approval from Marketplace Events. Violations may result in removal from the show.

Table Skirting

All tables are required to have professional table skirting extending to the floor.