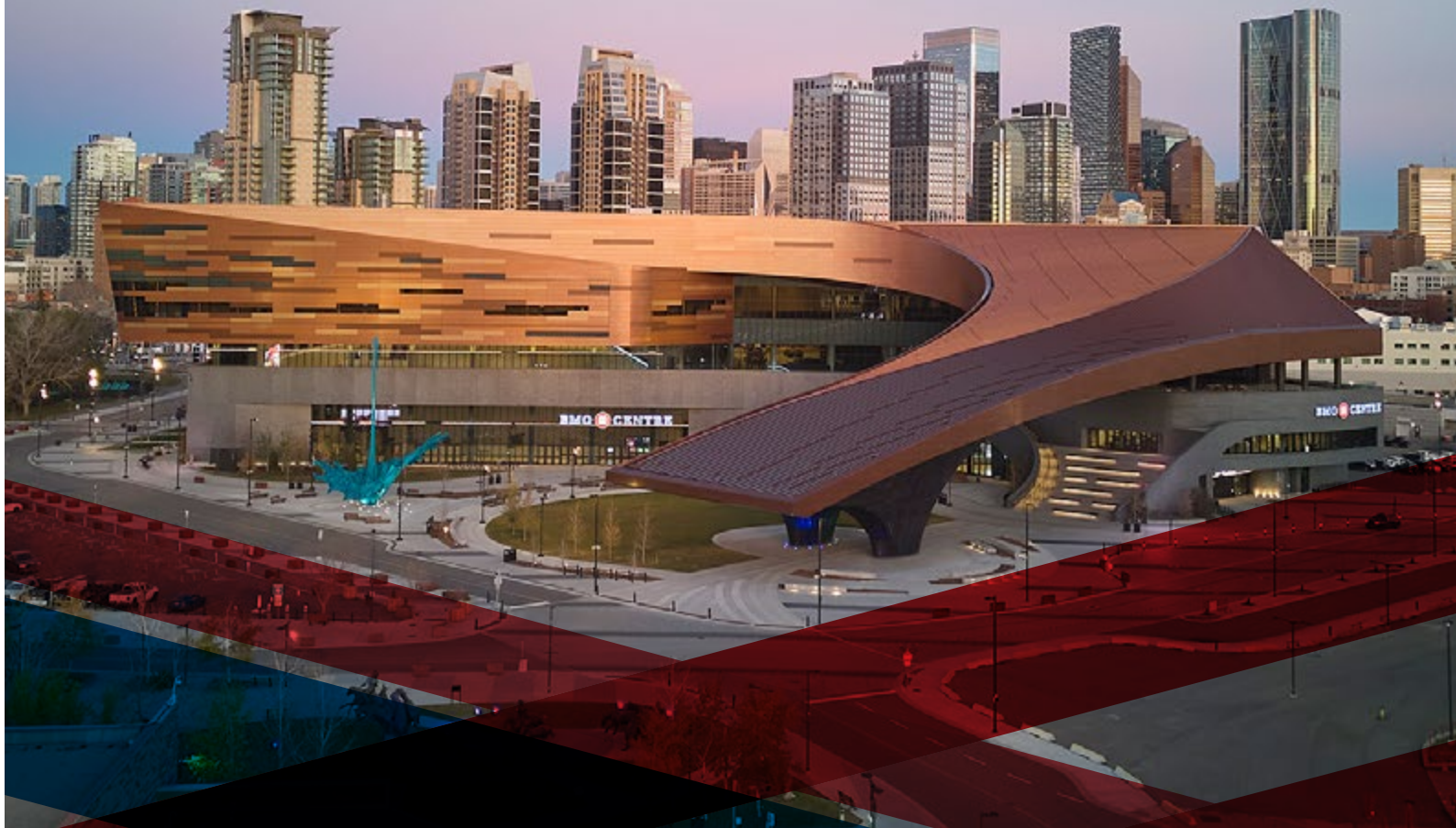


BMO  CENTRE
STAMPEDE PARK • CALGARY • CANADA


Calgary Stampede

EVENT PLANNING GUIDE



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1. WELCOME

1. WELCOME

Welcome to the BMO Centre at Stampede Park. Our team is dedicated to creating exceptional event experiences for Event Organizers, Exhibitors, and Guests. Whether you are planning a high-energy convention for thousands or an intimate, sophisticated dinner, we will help you achieve the perfect event atmosphere.

This guide provides practical information to support your planning process, including:

- How we can serve you and your guests
- Sustainability initiatives
- Preferred suppliers and services
- Clear policies and requirements
- Award-winning Food & Beverage services
- Essential health and safety guidelines
- Transportation tips for you and your attendees
- Helpful planning timeline
- Terms and definitions

The content in this guide forms an extension of your signed **License Agreement**, so we encourage you to read it carefully.

1.1 ABOUT THE BMO CENTRE

The BMO Centre at Stampede Park hosts all third-party events on Stampede Park throughout the year. The building itself is the primary venue for these events. Other locations under the BMO Centre's direction include:

- The Big Four Roadhouse
- Nutrien Western Event Centre
- GMC Stadium
- Community Park East
- All outdoor spaces on Stampede Park

The BMO Centre is a division of the Calgary Stampede, a not-for-profit organization dedicated to preserving western culture and community spirit. Supported by over 3,000 passionate volunteers, our year-round events, agricultural programs, and investment in youth continue to make a lasting economic and social impact in Calgary.

For more than a century, the CS brand has been a recognizable symbol in the community. While it represents Calgary Stampede, CS also reflects Community Spirit and the belief that We're Greatest Together. Our core values - western hospitality, integrity, pride of place, and commitment to the community - are reflected throughout the year as the BMO Centre hosts, educates, and entertains a global audience.

1.2 TREATY 7 TERRITORY LAND ACKNOWLEDGEMENT

The Calgary Stampede is situated on the traditional territories of the Blackfoot Confederacy (Siksika, Piikani, Kainai), Tsuu t'ina, and Îyâxe Nakoda (Bears paw, Chiniki, Goodstoney) First Nations. Calgary is also Métis Nation of Alberta Districts 5 and 6.

These lands have always been a gathering place, and we are proud to continue that tradition.

1.3 YEAR-ROUND ECONOMIC IMPACT

Each year, Stampede Park hosts over 1,200 business, tourism, sporting, hospitality, and community events and welcomes more than four million guests. These year-round events create thousands of jobs and contribute more than \$721 million in annual economic impact to Alberta.

The team's mandate is to attract destination Event Organizers who require large-scale space, measurable experiential return on investment, and a dedicated team committed to helping them achieve their goals and objectives.

The BMO Centre team's primary focus is to bring events that maximize economic impact in the city of Calgary through the use of hotel rooms, restaurants, industry suppliers, transportation companies, retail outlets, and other related business sectors. To that end, our scheduling priorities are outlined below.

1.3.1 Scheduling Priorities for Events

	Priority One	Priority Two	Priority Three
Event type	National and international conventions and tradeshows	Larger consumer shows and exhibitions, including sporting and artistic events	All other events
Event profile	These events generate significant economic impact and out-of-town visitors.	These events require greater than 100,000 sq. ft. of contiguous space and attract large local or regional public attendance.	All other events including smaller consumer shows, concerts, meetings, banquets and special events.
	These events are generally private and not open to the public.	These events are generally open to the public.	Depending on the nature of the event, it can either be private or open to the public.
Booking lead time	as far in advance as necessary	up to 18 months in advance	up to 12 months in advance
Contracts and bookings	Contracts and bookings may be made as far in advance as necessary. A 'Priority One' event will supersede any other space holds or requests, unless a fully executed License Agreement is in place.	Contracts and bookings may be made up to 18 months in advance and will supersede any other space holds or requests, unless a fully executed License Agreement is in place.	Contracts and bookings may be made as far in advance as 12 months, and will supersede any other space holds or requests, unless a fully executed License Agreement is in place.

Special Considerations

The BMO Centre’s management is responsible for operating the facility in a sound business manner, with the goal of maximizing both the economic benefit and financial stability of the BMO Centre. Consequently, management reserves the right to promote, develop, and accept bookings for any activity deemed appropriate to the BMO Centre’s objectives, and to assess the suitability of all activities requested within the venues.

1.4 OUR TEAM

Our experienced team is committed to delivering tailored, seamless, and memorable experiences. At Stampede Park, you'll find versatile, inspiring venues supported by dedicated professionals who will guide you through every detail to ensure an exceptional event.

1.4.1 Sales Team

Your Sales Manager will help you identify the ideal venue to create your event at Stampede Park. They will confirm available dates, capacities, and rental rates, and will guide you through the License Agreement.

1.4.2 Event Management Team

Your Event Manager and Event Coordinator work with you to coordinate all of the exciting and intricate details of your event, including food and beverage, event timing, audio-visual, logistics, costs, and commitments. To view event milestones and due dates, refer to the [Event Planning Timeline](#) in this guide.

1.4.3 Concierge Teams

Our specialized Concierge teams provide end-to-end support throughout the event lifecycle—from move-in through event execution and move-out.

Client Concierge

The Client Concierge team serves as the operational extension of the BMO Centre's Event Management team and acts as the primary onsite point of contact once an event has transitioned into execution. They ensure a seamless handoff from planning to onsite delivery and oversee the coordination of event operations and supplier services in alignment with the Event Organizer's requirements.

This team is responsible for supporting the successful execution of the event on the floor, ensuring all event elements are delivered as planned and providing direct assistance with onsite needs throughout the event.

Exhibitor Concierge

The Exhibitor Concierge team provides comprehensive support for exhibitors, including advance planning assistance, onsite coordination, and operational oversight. For large-scale events, this team plays a central role in managing exhibit hall operations, including move-in and move-out, onsite ordering, and coordination across multiple stakeholders.

For major shows with extensive exhibit programming, the Exhibitor Concierge team oversees the full exhibitor experience across all designated halls, ensuring smooth operations and consistent support throughout the event lifecycle.

Guest Concierge

The Guest Concierge team supports attendees by providing western hospitality designed to enhance the overall guest experience. Services include restaurant reservations, transportation coordination, accommodation support, and curated local recommendations, including itineraries and regional experiences.

The team is available to assist before, during, and after event attendance, ensuring guests receive responsive, personalized service at every stage of their visit.

Across all concierge functions, we are committed to delivering exceptional service grounded in true western hospitality, ensuring every guest, exhibitor, and Event Organizer experiences seamless and memorable support.

1.5 OUR SUSTAINABILITY PRACTICES

The Calgary Stampede has called Stampede Park—220 acres of land located in downtown Calgary—home for over a century. As a dedicated steward of this land, the Calgary Stampede follows a range of sustainable practices that reflect its values of Commitment to Community and Pride of Place.

More information on BMO Centre sustainable operations can be found in the [BMO Centre Sustainability Guide](#). For more information on the Calgary Stampede’s sustainability initiatives, please refer to the latest [Sustainability Snapshot](#).

1.5.1 BMO CENTRE BUILDING PERFORMANCE

The BMO Centre, located on Stampede Park, is Western Canada’s largest convention centre. The building was designed with sustainability at the forefront, aligning with The City of Calgary’s [Sustainable Building Policy](#). This includes optimized building energy performance, reduced water use, on-site stormwater management, and drought-tolerant landscaping, among other initiatives. See the [BMO Centre Sustainability Guide](#) for more information.

1.5.2 SOCIAL RESPONSIBILITY

The BMO Centre is one of the few world-class convention centres owned by a not-for-profit organization, the Calgary Stampede. By hosting your event at the BMO Centre, you give back to the community by supporting more than 30,000 students annually through the Calgary Stampede Foundation’s youth programs.

Learn more about the Calgary Stampede’s [youth initiatives](#) and [community programs](#).

1.5.3 EVENT SUSTAINABILITY

Food & Beverage

The venue’s “Grown Right. Here.” culinary program sources ingredients from more than 50 local producers, with menu items curated from local, sustainable products that deliver bold flavour aligned with our western roots. The Grown Right. Here. program is one of many environmental sustainability initiatives that provides a high-quality culinary experience for guests while strengthening connections to the origins of their food.

Food Donation

Any leftover meals from events are rescued and diverted from landfill and donated to local organizations in need. Since 2021, more than 125,000 meals have been provided, supporting food security in Calgary.

Waste Reduction

The building reduces its environmental impact through waste diversion and recycling initiatives. Three-stream waste stations are located throughout the venues for guest use. More than 14 different types of material are recycled, composted, or upcycled, significantly reducing landfill waste.

Energy & Water

The BMO Centre was designed in alignment with The City of Calgary’s sustainable building standards. LED and natural lighting support enhanced visitor wellness as well as energy efficiency. Low-flow and waterless fixtures reduce water usage by approximately 30 percent. Systems are in place to reduce energy consumption and maximize natural lighting, creating a comfortable and efficient environment for guests.

Transportation

The BMO Centre is easily accessible via the city's clean-energy CTrain (LRT) network, powered by 100 percent renewable wind energy. Stampede Park is also connected to one of the largest urban walking and cycling pathway networks in North America.

For more information on how to make your event more sustainable, please contact the Sustainability team at sustainability@calgarystampede.com.

1.5.4 HELPING YOU MEET YOUR SUSTAINABILITY GOALS

Our focus is to help you achieve an event that aligns with your sustainability goals. Working alongside our on-site Sustainability team, we will support you in integrating sustainable practices to deliver a responsible event you and your guests can be proud of.

For more information on how to make your event more sustainable, please contact the Sustainability team directly at sustainability@calgarystampede.com. Your Event Manager can also assist you in exploring additional sustainability opportunities for your event.



**2. SERVICES,
SUPPLIERS
AND SPONSORS**

2. SERVICES, SUPPLIERS AND SPONSORS

2.1 EXCLUSIVE SERVICES AND SUPPLIERS

The Calgary Stampede offers a range of exclusive services delivered by designated service providers. For these services, only approved exclusive suppliers may be used - alternative providers are not permitted.

2.1.1 Services Provided by Calgary Stampede

The BMO Centre is the exclusive supplier for the following services:

- Food and beverage
- Electrical, plumbing, and natural gas
- Internet and telecommunications
- Housekeeping
- Parking
- Sign and banner hanging
- Security

Preferred or exclusive suppliers provide all other required services. Please contact your Event Manager for supplier information. Contractual partnerships and sponsorships may also be accommodated.

2.1.2 Encore: Staging & Rigging



Encore is the exclusive provider of staging and rigging services at Stampede Park.

Their team brings specialized expertise in rigging, maintains equipment to high safety standards, and is committed to delivering safe and reliable production environments for all events.

Email: bmocentresales@encoreglobal.com

Phone: 1.800.868.6886

2.1.3 Global Convention Services: Decals



Global Convention Services is the exclusive external provider of decaling services at Stampede Park.

Their team supplies and installs all venue branding applications involving adhesive materials, including (but not limited to) floor decals, window graphics, pillar and wall wraps, and elevator or escalator decals. They also manage removal following the event to ensure the venue is returned to its original condition.

Decaling services are also available through the Calgary Stampede's in-house Sign Shop. Both providers work collaboratively to deliver seamless service while protecting the integrity of venue surfaces and finishes.

Email: sfurze@globalconvention.ca
Phone: 1.403.807.9996

2.2 PREFERRED SERVICES AND SUPPLIERS

Dedicated to providing Event Organizers with the highest level of service and quality for all event needs, the BMO Centre collaborates with a select group of preferred suppliers and service providers. Preferred services and suppliers have exclusive rights to request early access to the venue.

2.2.1 Aaron Paramedical Services: Medical



Aaron Paramedical Services is a trusted provider of onsite medical services and one of Western Canada's leading event medical partners.

With over 30 years of experience in the field, they deliver professional medical support for a wide range of events. Their team includes highly trained Advanced Care Paramedics (ACPs) and Primary Care Paramedics (PCPs) who are committed to providing responsive, high-quality care and ensuring the safety and well-being of all event attendees.

Email: dispatch@paramedical.ca
Phone: 1 403.237.7626

2.2.2 Encore Canada: Audio-Visual



With over 80 years of experience, Encore is the preferred full-service provider of audio-visual services for Stampede Park. Encore works with Event Organizers to create extraordinary events.

Email: bmocentresales@encoreglobal.com
Phone: 1 800.868.6886

2.2.3 OneWest Events: Décor



With extensive experience delivering thousands of events, OneWest Events is the preferred event design and décor partner for the BMO Centre.

OneWest Events provides end-to-end production and logistics, as well as creative design and décor services, ensuring each event is executed seamlessly and leaves a lasting impression. From innovative conferences to large-scale galas, their team brings creativity, expertise, and a solutions-focused approach to every project.

Email: hello@onwestevents.com

2.2.4 Global Convention Services: Display Company Provider



Global Convention Services brings the expertise to fully support trade shows, conventions, and special events, with services such as floor plan design, full pipe and drape or hard wall installations, material handling, advanced warehousing, custom booth displays, carpet, executive furniture and much more.

Email: sfurze@globalconvention.ca
Phone: 1 403.807.9996

2.2.5 Cross Connect Customs & Logistics

CROSSCONNECT CUSTOMS & EVENT LOGISTICS

In the realm of meetings, conventions, trade shows, and special events - shipping deadlines are absolute and nonnegotiable.

We collaborate closely with you to understand your unique requirements, and we possess the adaptability to devise tailored solutions for all circumstances.

As the leader in specialized event logistics, serving clients across Canada and globally, our comprehensive range of services includes Customs & Immigration (visitor visas, work permits, etc.), transportation, global freight forwarding, cargo insurance, advance warehousing, on-site show services, and tax rebate consulting.

With an unwavering commitment to excellence, we guarantee the smooth and efficient movement of event materials and attendees, ensuring a flawless experience from start to finish.

With over 30 years of industry leading expertise our dedicated team of professionals provides unparalleled support to you every step of the way.

Email: Remy P. Perrot remyp@crossconnectcl.com

Website: [About – CrossConnect Customs & Logistics](#)

2.3 SPONSORS

For more than 100 years, the Calgary Stampede has stood as an iconic symbol of volunteerism, community spirit, and Western values. We welcome our partners to be part of this legacy by connecting their brand with a unique and passionate audience.

The BMO Centre maintains contractual arrangements with select companies and exclusively serves their products. In addition, some sponsors have permanent signage installed throughout Stampede Park. This signage remains in place at all times unless removal is approved in advance and in writing by the BMO Centre.

As outlined in the Sampling section, sponsorship and exclusivity agreements may significantly influence event planning considerations, including product availability, beverage service, sampling activities, and on-site branding opportunities. For example, existing partnerships with sponsors such as The Coca-Cola Company may impact the products and promotional activities permitted within the venue.



3. GUEST SERVICES

3. GUEST SERVICES

Warm, welcoming hospitality is at the heart of every guest experience. Our Guest Services team creates a friendly, attentive environment and delivers service with professionalism, care, and a genuine spirit of hospitality.

The BMO Centre's Client Concierge team proudly holds the prestigious Les Clefs d'Or ("Golden Keys") designation. This international recognition reflects the team's commitment to world-class service and attention to detail.

The following information provides an overview of services and amenities available to support your event. Our Concierge team assists with questions and provides helpful information about the venue, Stampede Park, and the surrounding area to enhance your guests' experience.

3.1 ACCESSIBILITY

The BMO Centre is committed to creating an inclusive and welcoming environment for all guests. Designed with accessibility in mind, the venue ensures that everyone can fully enjoy its facilities and participate in events.

Accessibility is fundamental to creating a truly welcoming space. The BMO Centre incorporates a wide range of features to support guests with diverse needs and is proud to be recognized with the Rick Hansen Foundation Accessibility Certified Gold—an acknowledgment of leadership in accessible design and construction.

EXTERIOR ACCESSIBILITY

- Dedicated service animal relief area
- Accessible drop-off zones
- Accessible parking in several lots surrounding BMO Centre
- Wider sidewalks with intuitive wayfinding patterns

INTERIOR ACCESSIBILITY

- Universal washrooms with barrier-free stalls and adult change tables
- Contrasting materials for easy navigation
- Tactile cues on handrails indicating elevation changes
- Warning strips at stair locations
- Automatic door controls
- Publicly accessible elevators
- Cane-detectible barriers
- Multi-layered signage with braille
- Gender-neutral signage and family washrooms
- Dedicated nursing room
- Emergency systems with visual and audible fire alarms in both public and private areas
- Audio accessibility and communication enhancement technologies

BMO Centre is accessible and welcoming to guests of all abilities.

3.2 AMENITIES

Nearby services are abundant and are listed here for your convenience.

3.2.1 Accommodation

BMO Centre at Stampede Park is within walking distance of many hotels.

For lodging options in Calgary, visit [Tourism Calgary](#)

3.2.2 ATMs

ATMs are located in the BMO Centre public concourse, Nutrien Western Event Centre second level, and other public concourses on Stampede Park. If your event requires additional ATMs, contact your Event Manager.

3.2.3 Baby and Adult Changing Facilities

All public washrooms include a baby change station. Select companion care washrooms are also available at the BMO Centre. Refer to the [Washrooms](#) section below for details.

3.2.4 Coat Check

The BMO Centre offers coat check services to support your event needs. Your Event Manager can arrange a temporary coat check within your event space and will review equipment rentals and staffing requirements with you.

Three coat check service options are available within your event space:

- **Self-serve:** Coat racks are provided; no staff or attendants are included.
- **Complimentary to guests:** A staffed coat check is offered at no charge to guests; the client is responsible for all staffing and labour costs.
- **Patron-pay:** Guests pay for coat check service directly, with all revenue retained by the venue.

Additional fees may apply. Please contact your Event Manager to confirm equipment and staffing requirements.

The BMO Centre assumes no responsibility for items left in coat check areas or on coat racks.

3.2.5 Guest Ambassadors

Guest Ambassadors play a key role in delivering a welcoming, safe, and seamless event experience.

Stationed at key access points, Guest Ambassadors greet attendees, provide directions, and assist with general inquiries, helping guests navigate the venue with ease. They also support overall event flow and collaborate with on-site teams to enhance safety and the guest experience.

Additional Guest Ambassador services may be arranged through your Event Manager to further support your event.

These services can include:

- Ushering
- Ticket taking and scanning
- Wayfinding and directional support
- Coat check services

Engaging Guest Ambassadors enhances customer service, improves attendee experience, and ensures guests feel informed, supported, and welcomed throughout your event.

All labour requests must be submitted a minimum of two (2) weeks in advance. For service options and pricing, contact your Event Manager.

3.2.6 Lost and Found

The Lost & Found Office catalogues and securely stores lost and found items from events - including jackets, bags, wallets, and glasses - for up to 30 days. After this period, unclaimed items are disposed of at the BMO Centre's discretion.

For lost and found inquiries at Stampede Park, please contact:

Email: lostandfound@calgariystampede.com

Location: Big Four Building office (upper level, north side)

Phone: 1.403.261.9347

3.2.7 Medical Services

For information about our preferred medical service provider, refer to the section for [Aaron Paramedical Services: Medical](#).

Fully stocked medical rooms are available across the park and are exclusively operated and staffed by Aaron Paramedical.

If medical services are required for your event, please contact your Event Manager. Additional fees will apply.

Email: dispatch@paramedical.ca

Phone: 1.403.237.7626

3.2.8 Restaurants on Stampede Park and Nearby

The Stampede Perk is conveniently located inside the plaza entrance of the BMO Centre, making it an easy grab-and-go option for guests.

For additional dining and entertainment, Cowboys Casino features two restaurants and a lounge for guests aged 18+.

Nearby, the Sam Centre is also home to Maisie's, a popular local spot.

Guests will also find a wide variety of restaurants and coffee shops within walking distance of Stampede Park. Our Guest Concierge team is always happy to offer recommendations and assist with reservations to help enhance your event experience.

3.2.9 Special Requests

The BMO Centre offers a range of inclusive amenities to support guest comfort during events, including gender-neutral washrooms and a private nursing room.

While dedicated prayer or sensory rooms are not permanently available on site, your Event Manager will assist you with exploring options based on your contracted space.

If a dedicated prayer or sensory room is required, these can be requested at the time of contracting.

3.2.10 Washrooms

Public washrooms are located throughout Stampede Park, and each is equipped with a baby-change station.

Family washrooms are available in the BMO Centre, GMC Stadium, Nutrien Western Event Centre, and Big Four Roadhouse.

Select companion care washrooms are also available in the BMO Centre.



4. EVENT PLANNING DETAILS

4. EVENT PLANNING DETAILS

This section outlines the guidelines and requirements in place to support the safe, secure, and successful delivery of all events, while maintaining a high standard of quality for guests, clients, and employees.

Please review this information carefully and ensure all applicable requirements are followed. **These guidelines represent an extension of your signed License Agreement.**

For any questions or clarification, your Event Manager is available to assist and support you throughout the planning process.

4.1 ACCREDITATION

The client is responsible for implementing a reliable accreditation or identification system for all event participants, including staff, personnel, exhibitors, attendees, delegates, special guests, and third-party service providers.

Copies of all relevant badges, passes, and/or tickets must be provided to the Event Manager prior to event move-in.

4.2 ADHESIVES

Any items to be attached to the venue require written approval in advance and must be installed by BMO Centre personnel or an approved contractor. This includes, but is not limited to, aisle signs, clings, and floor decals.

Drilling, coring, punching holes, and the use of thumbtacks, staples, glue, nails, or similar fasteners is prohibited.

Adhesives used for promotional floor stickers, decals, window applications, wraps, or similar items must be ordered through the venue's exclusive supplier [Global Convention Services: Decals](#) or [The BMO Centre's 'Sign Shop'](#) and approved in advance. A sample must be submitted to the Event Manager at least two (2) weeks prior to move-in for review.

All approved tape and markings must be removed at the end of the event. Failure to do so will result in additional cleaning fees.

4.3 ADVERTISING, PUBLICITY AND PROMOTION

A range of onsite promotional opportunities are available, subject to availability, to support and promote your event, including:

- Digital banner placement on the outdoor screen on the south side of the Big Four Building, facing Macleod Trail N [see map](#)
- Digital signage throughout the venue
- Digital totems along Flores LaDue Parade
- Event listings on the Calgary Stampede website, with optional links to your event website
- Room location listings for your event, within the venue
- Room screens in the BMO Centre displaying event listings and locations
- Window, door, wall, and floor vinyl applications (available through [The BMO Centre's 'Sign Shop'](#) or our exclusive supplier [Global Convention Services: Decals](#))

As a world-class venue, Stampede Park maintains high standards for all displayed materials. All digital signage content is subject to review, and materials that are unclear, low quality, or difficult to read may not be approved at the discretion of the Calgary Stampede Marketing team.

Please contact your Event Manager for availability, specifications, and pricing.

4.4 AMUSEMENT RIDES AND DEVICES

Amusement rides, including inflatable devices such as bouncy castles, must comply with Alberta's Safety Codes Act and Amusement Ride Standards Regulation 223/2001.

An application for a permit of operation must be submitted to the [Alberta Elevating Devices & Amusement Rides Safety Association \(AEDARSA\)](#) at least three (3) weeks prior to setup.

All devices must be installed according to manufacturer specifications and operated by trained personnel. The BMO Centre will require proof of registration and inspection onsite. AEDARSA oversees all approvals, inspections, and compliance requirements.

4.5 ANIMALS

4.5.1 Animals in Events

When animals are included in events at Stampede Park, their welfare must be prioritized at all times. Clients, competitors, and exhibitors are responsible for ensuring full compliance with all applicable requirements.

[Alberta Health Services \(AHS\)](#) - Environmental Health has specific requirements for animal attractions, interactive displays, and farm-related activities. For more information, contact:

Alberta Health Services Environmental Public Health: Calgary Main Office -1.403.943.2288

The client is responsible for providing a designated animal waste collection and disposal area. This will be arranged by the Calgary Stampede, and associated labour fees will apply.

4.5.2 Service Animals

Service animals must have valid identification issued in Alberta. The Service Dog Identification Card must include:

- Name of handler
- Name of dog
- Photo of handler and dog
- Validation number
- Expiry date

Emotional support animals are not recognized as service animals and are not permitted within the venue.

A designated service animal relief area is available outside the main entrance to the BMO Centre, along Flores LaDue Parade.

4.5.3 Pets

Pets and other animals are not permitted in the venues unless they are certified service animals with valid identification.

All pet owners must comply with the City of Calgary Responsible Pet Ownership Bylaw 47M2021.

4.6 ARTWORKS, FURNITURE AND FIXTURES

Artwork, fixtures, and permanent soft seating furniture on Stampede Park must not be moved or removed without prior written approval from the BMO Centre.

Clients are responsible for ensuring these assets are protected from damage during event activities. Any damage identified during or after the event will result in repair fees.

If approved for removal or reconfiguration, additional fees will apply. Clients are responsible for arranging appropriate storage within the venue.

Each venue has specific furniture handling requirements. Please contact your Event Manager for details and pricing.

4.7 AUDIO-VISUAL SERVICES

4.7.1 Encore

The BMO Centre offers a full-service audio-visual department through our preferred service provider [Encore Canada: Audio-Visual](#).

Pricing includes installation, basic electrical, equipment rental, and removal, for the duration of the event, unless otherwise stated.

Contact your Event Manager for an introduction to an Encore representative.

4.7.2 Alternative Provider

When an alternative provider supplies audio-visual equipment, all required power and rigging to support its operation must be provided exclusively by the BMO Centre and its approved partners and must be ordered separately.

On-site oversight is required and will be subject to additional charges. These requirements can be arranged through your Event Manager.

4.7.3 Sound Equipment

The venue's in-house sound systems are not available for use by external service providers.

Clients supplying their own audio equipment must do so in accordance with the Audio-Visual Oversight Information & Guidelines available from your Sales Manager or Event Manager.

On-site oversight is required and will be subject to additional fees.

4.8 BALLOONS

Helium-filled balloons and other inflatable items must be approved in advance. Placement may be restricted due to fire system detection requirements within the BMO Centre.

All compressed gas (helium) tanks must be securely fastened in an upright position at all times. Tanks must be removed at the end of the event; any tanks left onsite may be subject to disposal fees.

Due to the complexity and associated costs of retrieving balloons within the venue, a deposit and signed waiver are required when helium balloon décor is planned. If balloon retrieval is not required, the deposit will be refunded following the event.

4.9 BRAND AND LOGOS

Please ensure correct Calgary Stampede brand usage when creating your event materials. Examples are provided below for reference.

When referring to Stampede Park and the BMO Centre in a sentence, please use the following format:

- [Your event name] takes place at the BMO Centre on Stampede Park.
- [Your event name] takes place at The Big Four Roadhouse on Stampede Park.

When using point form:

- [Your event name] - The BMO Centre, Stampede Park
- [Your event name] - The Big Four Roadhouse, Stampede Park

Please refer to "Stampede Park" (not "Stampede Grounds" or "the Park").

For correct logo usage, please contact your Event Manager directly.

4.10 BROADCASTING AND TELECASTING

Requests for any filming, streaming, videotaping, or audio recording of all or part of an event at the BMO Centre for commercial purposes must be reviewed and approved by your Sales Manager or Event Manager at least two (2) weeks in advance. This includes photography and filming in and around the exterior of the venue.

For media requirements such as outside broadcast vans, cable runs, and camera positions, please consult your Event Manager at least two (2) weeks in advance.

4.11 BUSINESS CENTRE SERVICES

Business Centre services, including photocopying, faxing, and scanning, are available upon request through the Client Concierge desk.

For additional support or special requests, please contact your Event Manager.

4.12 CABLE ROUTING

All electrical, data, and audio-visual cables must be safely secured and matted in accordance with electrical safety standards and are subject to inspection at any time.

Cables must be routed over doorways where valances are available and must not be run across food and beverage service pathways unless approved in writing. Approved routing will be indicated on floor plans.

All suppliers are responsible for installing their own cable management systems, which will be inspected prior to the start of the event.

4.13 CAD DRAWINGS

Computer-aided design (CAD) drawings of venue spaces are available upon request from your Event Manager or Sales Manager.

4.14 CANCELLATION

Refer to your Licence Agreement for full cancellation terms and conditions. For clarification or questions, contact your Sales Manager.

4.15 CLEANING AND DISINFECTING



The BMO Centre is Global Biorisk Advisory Council (GBAC) STAR™ accredited, the cleaning industry's only outbreak prevention, response, and recovery accreditation for facilities. By achieving this accreditation, The Calgary Stampede has joined an exclusive group of leaders in the industry. This accreditation program verifies we have implemented the best practices to prepare for, respond to, and recover from outbreaks and pandemics, such as COVID-19.

Achieving GBAC accreditation is a key part of our commitment to the safety and comfort of our Event Organizers and guests. We have implemented the most stringent protocols for cleaning, disinfection, and infectious disease prevention on Stampede Park, with the following protocol:

- Clean and disinfect all high-touch points throughout the venue at regular intervals. Touch points include handrails, countertops, tables, chairs, faucet handles, doorknobs, light switches, toilets, and elevator buttons.
- Use a one-step treatment as required, in which an electrostatic disinfectant system completely covers the front, back and sides of surfaces.
- Maintain a supply of hospital-grade disinfectant wipes that eradicate viruses in only one minute to assist with disinfecting surfaces and equipment.

4.16 CLIENT EVENT SURVEY

To help us continuously improve our products and services, we value the opportunity for clients to share their feedback so we can better understand what matters most to you.

After your event, you will receive a link to a short survey from Sentis. Your feedback is appreciated and will help us identify what we are doing well, and, more importantly, where we can improve.

4.17 COMMON AREAS

The common areas, also known as the pre-function spaces, are open spaces and may be shared by multiple events at the same time, as well as the public.

Clients planning to offer sponsorship, advertising, or commercial revenue-generating opportunities within these spaces require approval of all signage and creative artwork.

4.18 CONTRACTORS

All event contractors and workers must present themselves in a professional manner at all times while working at Stampede Park.

Contracted personnel are required to carry valid identification, wear a corporate uniform, and use appropriate safety equipment at all times while onsite. Required safety equipment includes steel-toed footwear, a hard hat, and a high-visibility vest.

Upon arrival, contractors must check in at BMO Centre Dispatch, located next to Overhead Door #1 at the back of the BMO Centre.

Contractors must complete all required safety protocols and comply with applicable Calgary Stampede policies, procedures, and Occupational Health and Safety regulations. This includes, but is not limited to, WorkSafe Alberta and the Workers' Compensation Board of Alberta (WCB).

Unruly or unacceptable behaviour, including any form of violence, is prohibited. Individuals who act without due care for others or fail to follow directions from Security or Safety personnel may be subject to removal from the site.

4.19 COOKING EQUIPMENT

All cooking equipment must be operated according to the manufacturers' recommendations and operating instructions. Equipment recommended for outdoor use must not be used indoors. Equipment that is not rated for commercial use will not be permitted in the venue.

4.20 COOKING (INDOOR AND OUTDOOR)

Advance written approval is required for any food preparation or cooking conducted in a booth, stand, or as part of a demonstration during your event.

The Exhibitor Booth Cooking Form is available through your Event Manager and must be completed and submitted for review. Please note that certain types of indoor cooking are not permitted.

All indoor cooking activities must comply with Calgary Fire Department [Indoor Special Event Fire Code Requirements](#), and must be followed at all times.

Outdoor cooking must comply with Calgary Fire Department [Outdoor Special Event Fire Code Requirements](#).

4.21 DAMAGES

Clients must leave all rented spaces in the same condition and state of repair as received. Any damage caused by the client, its exhibitors, contractors, subcontractors, employees, agents, representatives, patrons, or guests is the responsibility of the client.

The client will be held responsible for all associated repair costs. Damages will be assessed during pre- and post-event venue walkthroughs.

A security deposit for damages may be applied based on the level of risk identified.

4.22 DANGEROUS ACTIVITIES

Potentially hazardous activities—including, but not limited to, machinery on stands, arms demonstrations, or activities involving fire—require written permission from the BMO Centre.

All requests must be submitted to your Event Manager and include detailed documentation of compliance with applicable safety and fire regulations, as well as a risk assessment. Refer to the [HEALTH, SAFETY, & LEGISLATION](#) section of this guide.

4.23 DELIVERIES AND FREIGHT

The BMO Centre manages two types of inbound and outbound materials for your event:

Deliveries: Courier packages and standard shipments weighing 10 lbs. and under.

Freight: Large items, exhibit materials, crates, skids, and equipment.

Deliveries (10 lbs. and under)

The BMO Centre will accept courier deliveries on behalf of your event, whether or not you are using a display company. Packages are received and stored by the BMO Centre. On your event day, they are delivered to your exhibitor concierge or designated display company service desk. The BMO Centre does not charge for incoming courier package handling.

Freight (over 10 lbs., skidded, crated, or exhibit materials)

If you are using a General Services Contractor or display company (for example, Global Convention Services or Goodkey), you must arrange all freight directly through that company. Your display company will coordinate with the BMO Centre if additional venue assistance is required. If no display company is engaged, refer to the section below on Incoming Shipments.

The BMO Centre does not assume responsibility for lost, stolen or damaged items.

4.23.1 Incoming Shipments

You must notify your Event Manager of any materials being shipped to the venue, including any planned or anticipated return shipments after your event.

Incoming shipments are accepted up to one (1) business day prior to your move-in day. For example, packages may be accepted on Friday for an event beginning the following Monday, provided Monday is not a statutory holiday.

If alternate delivery timing is required, please contact your Event Manager. Approval is subject to space availability.

Storage fees

Shipments that arrive before your contracted access period may incur storage fees of \$4 per square foot per day. Refer to the section on [Storage Outside the License Period](#) for more details.

Shipping Address

All shipments must be clearly labelled with the following information:

- Event name
- Event date(s)
- Venue name

Address shipments to:
BMO Centre
1912 Flores LaDue Parade SE
Calgary, AB T2G 2W1

If more than 10 packages are being shipped at one time, they must be secured together on a skid to prevent misplacement during transit. Shipments containing multiple items must also be clearly labeled in sequence (for example, Box 1 of 5, Box 2 of 5, etc.).

All packages are verified upon receipt. Any discrepancies in quantity or visible damage will be documented at the time of delivery.

Cash on delivery (COD) shipments are not accepted.

4.23.2 Outgoing Deliveries

All outgoing shipments must have completed waybills and be properly sealed and labelled by the client. Unboxed shipments will not be accepted by any domestic courier in Canada. Contact your courier or freight company directly to arrange for pick up.

BMO Centre does not charge for outgoing courier package handling.

4.23.3 Items Left Behind

All materials must be removed from the venue upon completion of move-out. The venue is unable to store unclaimed materials and will either forward freight or dispose of such items at its sole discretion.

Your general services contractor or display company must manage your event's materials handling and customs/brokerage.

4.24 DRONES AND UNMANNED AERIAL VEHICLES (UAV)

Drones and Unmanned aerial vehicles (UAVs) are classified as aircraft and are governed by Transport Canada regulations and City of Calgary bylaws.

All drone/UAV activity must:

- Be pre-approved by the venue through your Event Manager
- Receive written permission from the Calgary Stampede
- Comply with all Transport Canada regulations
- Be supported by a completed drone/UAV safety checklist
- Comply with [City of Calgary Drone bylaws](#)

Indoor drone use is highly restricted and requires special written approval from the Calgary Stampede Public Safety team. Indoor flights are only permitted when the building is clear of public and employees. Drones may not fly over attendees or employees and are limited to event set-up periods only.

In certain cases, drone operators may be required to liaise directly with the Calgary Stampede Public Safety team. Contact your Event Manager for more information.

4.25 DRUGS AND ALCOHOL

The possession, distribution, or use of any illegal drugs or alcohol by contractors, workers, or personnel performing work within the BMO Centre is prohibited and unlawful. Any violations will be addressed immediately and may be reported to the Calgary Police Service.

Some prescribed or over-the-counter medications may affect an individual's ability to work safely. Individuals should consult their prescribing physician or pharmacist regarding potential side effects before undertaking any work on Stampede Park.

Any person deemed to be under the influence of alcohol, prescription medication, drugs, or other substances that, in the opinion of the Calgary Stampede or the BMO Centre, may pose a risk to themselves or others will be required to leave the premises.

4.25.1 Alcohol

The BMO Centre is a licensed venue. All alcohol must be provided by the BMO Centre. No third-party alcohol is permitted without prior written approval from the Food & Beverage management.

Refer to the [Beverage service section](#) for additional details.

4.25.2 Cannabis Use

Stampede Park is private property and does not permit the consumption of cannabis (medical or recreational) on site. Individuals in violation will be asked to cease use and may be required to leave the premises.

4.25.3 Cannabis at Events

Only cannabis-related events restricted to guests 18+ allow a cannabis producer or distributor to activate a space during an event that includes promotion or marketing of cannabis. You may be required to submit a request to the Alberta Gaming Liquor Cannabis agency (AGLC) to apply for an endorsement prohibiting minors at all times during your event.

Contact your Event Manager for additional information and guidance.

4.26 ELECTRICAL SERVICES

The BMO Centre is the exclusive provider of electrical services, offering single and three-phase power distribution, including services over 400 amps.

Electrical connections, installations, and motor hookups must comply with Canadian Electrical Code and applicable CSA/UL standards. Camlock disconnections may only be performed by in-house electricians.

Live cables or unsafe electrical setups are prohibited. Unauthorized electrical work or disconnections may result in penalties or regulatory review.

Resale or third-party provision of electrical services is not permitted.

4.27 ELECTRIC CHARGING OF BICYCLES, VEHICLES, AND EQUIPMENT

Charging of equipment batteries with a capacity of 45Ah or less is permitted only while the booth or display is actively staffed. Batteries may not be left unattended at any time while charging.

Electric vehicles may not be charged indoors under any circumstances. Overnight outdoor charging is prohibited unless expressly approved in advance by the Calgary Stampede and the Calgary Fire Department. Any approved charging must occur only in designated venue areas and with all required safety measures in place.

4.28 ESCALATORS AND ELEVATORS

Public passenger elevators are available for guests, strollers, and wheelchairs throughout the venue.

Escalator access and direction may be adjusted to accommodate event requirements in specific areas. For the safety of all guests, escalators may also be temporarily turned off during move-in and move-out periods.

For the movement of freight, equipment, and large items, please refer to the [Freight and Service Elevators section](#) of this guide.

4.29 ESTIMATED EVENT COSTS

A detailed estimate of all event-related services and associated charges, including security deposits, will be provided in advance of your event.

Full payment is required no later than two (2) weeks prior to the event move-in date. Accepted payment methods include cheques, bank drafts, and electronic funds transfers. Credit card payments are accepted up to a maximum of \$5,000.

4.30 EVENT OFFICE OR SHOW OFFICE

Complimentary show offices are available in Halls A2, D, E, and F.

If additional show offices are required in other spaces, please contact your Sales Manager or Event Manager for availability and pricing.

4.31 EVENT SPACES

In addition to the BMO Centre, the following venues are available for rental on Stampede Park:

4.31.1 The Big Four Roadhouse

The Big Four Roadhouse spans two halls on the upper level and is a live entertainment venue featuring a built-in stage, bars, food outlets, and in-house sound and lighting systems.

4.31.2 Bar Nineteen Twelve

Located inside The Big Four, Bar Nineteen Twelve is a distinctive and inviting venue where upscale Western design meets mid-century modern style. Featuring rich, plush furnishings and an intimate atmosphere, it is ideal for receptions, dinners, weddings, and both social and corporate events.

The second level overlooks Hall B (stage side) of The Big Four Roadhouse, offering excellent views of performances taking place in the venue.

4.31.3 GMC Stadium

GMC Stadium is one of the most iconic and recognizable venues on Stampede Park. This multi-faceted outdoor stadium hosts an energetic crowd of rodeo and chuckwagon fans during the 10 days of Stampede and also serves as the site for numerous fan-favourite events year-round.

4.31.4 Nutrien Western Event Centre

The Nutrien Western Event Centre is the heart of year-round western events and agricultural education on Stampede Park. This state-of-the-art facility is designed to host national and international western competitions, rodeos, agricultural exhibitions, and trade shows, while also serving as a centre for agriculture and industry education.

4.31.5 Community Park East

Community Park East is a 16-acre green space located on the east end of Stampede Park. It features open gathering areas along the 650-metre Cenovus Legacy Trail and is available year-round for community use and events.

4.32 EVENT SYNOPSIS AND DISCLOSURE

In the lead-up to your event, the Sales and Event Management teams will work with you to gather key information, including event goals and objectives, lessons learned from previous events, and other relevant details.

This information is compiled into an Event Synopsis, which helps inform internal teams of anticipated needs, expectations, and operational requirements. The client must review and sign the Event Synopsis to confirm mutual understanding of their event requirements.

4.33 EXHIBITOR SERVICES

The BMO Centre provides a dedicated Exhibitor Concierge team to support a seamless exhibitor experience from pre-planning through to move-out. The team serves as a central point of contact for exhibitors, assisting with questions, coordinating services, supporting on-site arrivals, providing quality assurance, troubleshooting issues, and helping ensure a smooth and efficient move-out process.

For all events with an exhibition component, a complete exhibitor list (including booth numbers and exhibitor details) is required a minimum of thirty (30) days prior to move-in.

Exhibitors are encouraged to place orders in advance for services such as catering, equipment rentals, internet and telecommunications, plumbing, banner hanging, multi-sided or halo sign installation (under 40 lbs.), and electrical services. Orders submitted up to fourteen (14) days prior to move-in qualify for preferred pricing.

Technical services, including rigging, and staging, are provided exclusively through Encore Canada. Exhibitors must contact Encore directly at bmocentresales@encoreglobal.com.

All hanging signage over 40 lbs. must be installed by Encore. Audio-visual services are also provided by Encore and can be arranged using the same contact.

Your Event Manager will provide access to the Exhibitor Services online portal, where all orders must be placed. This link should be shared with exhibitors as early as possible to ensure access to advance ordering and preferred pricing.

For additional support, the Exhibitor Services team can be reached at Exhibitorservices@calgariystampede.com or 1.403.261.0377.

An Exhibitor Service Desk is located on the show floor during move-in hours to assist with last-minute requirements. The Exhibitor Concierge team is onsite throughout the event and during move-out to support exhibitors as needed.

4.34 EXHIBITS

All exhibit floor plans must be approved in advance by the BMO Centre. Some plans may also require approval from the Calgary Fire Department (CFD). If CFD requires an on-site inspection or walkthrough, the Event Organizer is responsible for any associated costs.

For safety compliance:

- Doors, fire cabinets, fire extinguishers, fire ladders, pull stations, and house lighting controls must always remain unobstructed.
- Emergency exit routes and occupancy limits must be strictly followed.
- All decorative materials, tents, canopies, and temporary structures must comply with CFD Indoor Event requirements (for example, pop-up/easy-up tents must display a fire rating tag at all times).

Please refer to the Calgary Fire Department [Indoor Special Event Fire Code Requirements](#) for detailed specifications.

Exhibit Build Requirements

Exhibitors are responsible for supplying all tools, ladders, brooms, carts, and other equipment required to build their exhibits. The BMO Centre does not provide these items.

All cutting of materials must take place outdoors in a designated area approved by the venue, such as the loading dock area. Cutting tools, including saws and concrete cutters, must not be used indoors. Proper dust extraction equipment is required at all times, regardless of where the work is performed.

The indoor use of power tools requires prior approval from your Event Manager. If indoor use is approved, appropriate dust extraction equipment must be used, and all work must comply with venue safety requirements. Your Event Manager will coordinate the approval process with the Calgary Stampede Public Safety team.

Exhibitors must remove all construction waste, including drywall, concrete, wood, grout, molding, flooring, rocks, and similar materials. Additional fees may apply if materials are left behind.

All onsite work must follow [Alberta Occupational Health and Safety legislation](#) and BMO Centre safety practices. Workers are responsible for providing and wearing their own Personal Protective Equipment (PPE).

Furniture, equipment rentals, and booth cleaning must be arranged through your designated General Services Contractor. These services are not provided by the venue.

4.35 FEDERAL AND PROVINCIAL TAXES

Goods and Services Tax (GST) of 5 percent applies where applicable. The province of Alberta does not levy Provincial Sales Tax (PST).

4.36 FORKLIFT OPERATORS

The BMO Centre offers forklift and manlift services, including both equipment and certified operators, which can be arranged through your Event Manager or through the Exhibitor Services Order Form.

Only BMO Centre-certified operators are permitted to operate forklifts and manlifts within the venue. External or exhibitor-operated forklifts are not permitted. If you are working with a display company (e.g., Global Convention Services), all forklift rentals and operators must be arranged directly through that company.

Show service providers, transportation companies, and third-party contractors supplying their own equipment and operators must comply with all applicable Occupational Health and Safety legislation. Please refer to the [Forklift Health & Safety Best Practices Guideline](#) for full compliance requirements.

Forklift equipment and operator services booked more than two (2) weeks prior to move-in are eligible for advance pricing.

BMO Centre forklifts have a maximum capacity of 4,000 lbs. and are equipped with standard forks (48 inches in length). Additional fees may apply for requirements outside of these specifications.

The BMO Centre reserves the right to refuse forklift service for any application deemed unsafe.

4.37 FREIGHT AND SERVICE ELEVATORS

Freight elevators are designated for the movement of equipment and materials, while service elevators are intended for passenger use.

Freight elevators must be operated by Calgary Stampede personnel. Applicable charges may apply. For elevator capacities and dimensions, refer to the [Elevator Dimensions section](#).

Clients must adhere to maximum load capacities at all times. All loads must be properly secured to prevent damage to elevator doors, walls, and control panels.

4.38 HELICOPTERS

A letter of permission from the BMO Centre is required for any helicopter landing within a designated landing zone on Stampede Park.

The BMO Centre will assist in identifying a suitable landing area and coordinating ground support to ensure safe and secure operations. Chargeable services may include site preparation (such as debris removal), security personnel, and other operational support. Rental of parking lot space may also be required to establish a landing zone.

A site-specific Safety Plan will be developed for all helicopter operations, addressing key risk considerations, including:

- Landing and take-off procedures
- Aircraft ground movement planning (if applicable)
- Fuel handling requirements
- Precautions for indoor or outdoor displays
- Fire, explosion, and spill response measures as part of the Emergency Response Plan (ERP)

Transport Canada approval is required for helicopter landings outside of an airport or on Stampede Park. The Calgary Stampede provides the letter of permission only; all additional regulatory approvals, including Transport Canada and NAV CANADA requirements, must be obtained directly by the helicopter operator.

For further information or to initiate the approval process, contact your Event Manager.

4.39 HOUSE SOUND AND LIGHTING

Energy-efficient lighting is featured throughout the BMO Centre. Depending on your event requirements, lighting levels in meeting rooms and ballrooms can be adjusted using wall-mounted control panels. Special lighting requests such as pin-spotting or wall washing require advance notice and may be subject to additional fees.

An enhanced LED lighting system is installed in BMO Centre Halls A1, A2, D, E, and F, allowing lighting to be controlled remotely by a designated venue employee.

House sound services are provided exclusively by Encore Canada. When Encore is the appointed as the audio-visual provider, meeting room house sound systems are available at no charge for paging and background music. House sound systems in exhibit halls and ballrooms are chargeable on a per-room, per-day basis. External tie-ins to the venue's house sound system are not permitted.

For detailed information and pricing based on your specific event requirements, please contact your Event Manager.

4.40 HOUSEKEEPING

Housekeeping services are provided exclusively by the BMO Centre. Basic housekeeping is included for conventions, meetings, trade shows, consumer shows, and food and beverage functions. Depending on the nature of these events, additional housekeeping costs may be incurred. The BMO Centre does not allow either the reselling of these exclusive services or others to act as the venue's agent for these services.

Basic housekeeping services include:

- Pre-cleans, nightly cleans, and post-cleans
- Move-in and move-out
- Washroom maintenance
- Waste removal from public waste receptacles

Chargeable housekeeping services include:

- Additional and/or dedicated washroom attendants
- Additional and/or dedicated housekeeping attendants
- Special crews or equipment required to clean and move excessive debris

Aisle carpet vacuuming, booth vacuuming, and waste removal from exhibit booths can be facilitated by [Global Convention Services: Display Company Provider](#) at an additional cost or arranged through the contracted General Services Contractor at an additional cost. For further information, contact your Event Manager.

The client and the exhibitors must remove all materials upon completion of the event. This includes, but is not limited to, all printed materials, equipment, furniture, carpet, leftover packaging, exhibit booths, pallets and skids, and construction waste. The BMO Centre does not assume responsibility for items left beyond the licensed move-out time. Fees related to the disposal of abandoned materials and excess waste are chargeable to the event.

4.41 KEYS AND ACCESS CARDS

4.41.1 Access Cards

The BMO Centre, as well as other venues on Stampede Park, are equipped with key fob access systems. Doors with key fob access can be locked or unlocked remotely or scheduled to operate at predetermined times.

Access cards for designated spaces can be requested through your Event Manager. A refundable deposit is required for each card. All access cards must be returned to the Client Concierge at the conclusion of the event or move-out.

4.41.2 Keys and Lock Changes

Some doors at the BMO Centre are accessible only with traditional brass keys. Where key access or lock changes are required for event security, doors may be temporarily re-keyed, and additional fees may apply.

A limited number of keys will be issued to the client, with the venue retaining an emergency access key for safety and security purposes. Keys must not be duplicated or removed from Stampede Park.

All issued keys must be returned to the Client Concierge immediately following the event. Any unreturned keys will result in a replacement fee to cover the cost of securing the affected locks.

4.42 LABOUR SERVICES

The BMO Centre offers a comprehensive range of professional services, including in-house trades, sign shop services, food and beverage services, lift operators, and more. Please contact your Event Manager to confirm all labour requirements and current rates.

Labour requirements and event personnel should be finalized no later than two (2) weeks prior to the event date.

Labour cancellations must be submitted at least 48 business hours prior to the scheduled shift start time (excluding weekends and statutory holidays). Cancellations received after this window will be subject to a minimum charge of three hours per employee. Cancellations made after a shift has commenced will be charged for the remainder of the scheduled shift.

Requests for additional personnel made fewer than 48 business hours prior to a shift may be subject to additional labour charges. Overtime and statutory holiday rates may also apply as follows:

- 1.5 times the booked rate after 8 consecutive hours
- 2 times the booked rate after 12 consecutive hours
- 2 times the booked rate on Canadian statutory holidays

4.43 LASERS

Laser and laser-based equipment, including medical or display lasers, may be used only in compliance with Health Canada laser safety guidelines and the manufacturer's specifications. All use is subject to venue approval.

- Presenters may use laser pointers; however, they must never be directed toward the audience.
- Laser tools such as levels and distance measuring devices may be used when operated in accordance with appropriate safety precautions.
- Lasers used for cosmetic or medical procedures must follow all manufacturer safety requirements, with appropriate controls in place to protect guests in the surrounding area. Please refer to the [MEDICAL DISPLAYS AND PERSONAL SERVICES DEMONSTRATIONS](#) section for additional requirements.
- Industrial lasers used for cutting or engraving are not permitted during events unless prior written approval is granted by the venue's Public Safety Manager and a comprehensive safety plan has been submitted and approved.
- Lasers used for lighting effects during concerts or events must be installed and operated only by qualified and trained personnel.

4.44 LICENSES, PERMITS AND COPYRIGHTS

The client is responsible for ensuring compliance with all applicable legislation, by-laws, and regulations, including but not limited to:

- Alberta Fire Code
- Electrical Protection Act
- Gas Protection Act
- Occupational Health and Safety Act
- Alberta Gaming, Liquor and Cannabis Act
- Calgary Health Services - Food Establishment Policy;

and regulations made thereunder while occupying the Premises

The client is responsible for obtaining and paying for all licences, permits, and approvals from the appropriate regulatory boards and authorities that may be required for staging the event, including but not limited to, business licences, special event permits, building permits, and health and safety approvals.

4.45 LIQUID PROPANE GAS APPLICATIONS

Liquid propane gas (LPG) is not available for purchase through the BMO Centre.

All clients and exhibitors must comply with Alberta Occupational Health and Safety practices for the handling and storage of flammable materials at the work site and the BMO Centre safety practices, as follows:

- Propane must be securely stored outdoors, with no more than one 20 lb. cylinder at an Exhibitor booth and/or display at a time.
- LPG/LNG (for example, propane) fueled vehicles are not permitted indoors unless tanks are purged. That includes propane tanks used for cooking. Ensure that purging certificates are readily available.

Refer to the [HAZARDOUS MATERIALS AND CONTROLLED PRODUCTS](#) section.

4.46 LOADING FACILITIES AND LOADING DOCKS

Loading facilities will be designated and assigned for your event for temporary unloading or loading use. Prior to the event's move-in, contact the Event Manager for loading dock restrictions and to confirm the venue access points and height and width restrictions.

The entry of vehicles and/or equipment must be uninhibited, and the integrity of the venue protected. Specific dimensions of loading docks and interior and exterior drive-through doors are outlined in the [Loading Docks Dimensions](#) table found in this guide.

4.46.1 Accessing the Loading Docks

Clients and exhibitors are required to pre-register and book all loading and unloading times online to obtain the necessary access pass for entry.

To access the BMO Centre loading facilities, enter Stampede Park from the north at the corner of 12th Avenue and Stampede Trail S.E., then proceed west (right) onto 13 Avenue into the designated loading area. Please refer to the orange zone indicated on the [attached map](#). The loading dock apron includes loading docks and drive-through overhead doors providing direct access to the BMO Centre.

Vehicles that do not require dock access but still require unloading must use assigned designated locations. For additional details, please refer to [Logistics Management System](#) by Voyage Control. While onsite, all drivers must follow the directions of parking and logistics attendants.

Parking and freight storage are prohibited on the loading dock apron and truck routes. Deliveries, unloading, and loading are not permitted through public entrances or via public elevators and escalators.

Personal vehicles are not permitted on the show floor.

Refer to the [Marshalling Yard Services](#) section for more information.

4.46.2 Freight Handling Areas

Only essential personnel are permitted in freight handling and high-traffic operational areas. Security personnel are required to monitor designated freight movement zones.

Forklift operators must be properly licensed and provide proof of certification upon request. Appropriate personal protective equipment (PPE), including high-visibility clothing, must be worn at all times while working in these areas.

4.47 LOCKS AND DANGER TAGS

In accordance with the [Occupational Health and Safety Code](#), all energized equipment must be properly locked out during servicing. Equipment and tools that are unsafe or require repair must be clearly tagged as “Out of Service.”

These requirements apply to any client-owned machinery or equipment used during load-in, load-out, set-up, or event.

Clients are responsible for providing their own lockout/tagout materials and must ensure all applicable industry safety standards and procedures are followed.

4.48 LOGISTICS MANAGEMENT SYSTEM BY VOYAGE CONTROL™

The BMO Centre is committed to providing a seamless and efficient experience for all vehicles and freight accessing the venue. Through the Logistics Management System by Voyage Control™ (LMS), clients, suppliers, and exhibitors can reserve designated time slots for use of the loading dock apron during move-in and move-out. This streamlined system helps reduce wait times, may eliminate the need for off-site marshalling yards, and supports sustainability efforts by minimizing vehicle idling.

Your Event Manager will coordinate with the Logistics team, who will contact you to schedule a detailed Voyage Control move-in planning session.

All events at the BMO Centre use LMS to manage loading dock access during move-in and move-out. The venue teams will work closely with you to ensure the system is effectively implemented and tailored to your event needs.

For more information about LMS, please contact your Event Manager.

4.49 LOTTERIES AND GAMES OF CHANCE

A permit is required to conduct free-entry trade promotion lotteries and games of chance. For more information, please visit the [Alberta Gaming, Liquor and Cannabis](#) website.

4.50 MACHINERY WITHIN EXHIBITS

To minimize the risk of accident or injury, the following requirements apply to machinery displayed or demonstrated within exhibits:

- Keep machinery separated from the public using physical barriers, maintaining a safe distance from the public.
- Gas-powered machinery is not permitted.
- Heavy equipment must follow published floor load limits.
- Trained personnel must conduct all demonstrations.
- Children under 15 are not permitted during move-in, set-up, or any activities involving machinery, in accordance with Alberta Occupational Health and Safety legislation.

For more information, refer to the [Alberta Occupational Health and Safety Code](#).

4.51 MATERIALS

All materials used in booths, including drapes, displays, temporary structures, signage, theming, and décor must be non-combustible or flame-retardant, following CFD [Indoor Special Event Fire Code Requirements](#).

Decorative materials may be subject to testing at any time. Certain materials, including plastic cloth and specific plastic-based products that cannot be treated to meet flame-retardant standards, are prohibited. Any non-compliant materials must be removed immediately.

The client and/or exhibitor is responsible for removing all event materials following the event. The BMO Centre will not store unclaimed materials and reserves the right to forward freight or dispose of abandoned items at its discretion. Additional fees may apply.

4.52 MEDICAL DISPLAYS AND PERSONAL SERVICES DEMONSTRATIONS

Temporary personal services demonstrations require advance written approval and an on-site inspection by Alberta Health Services. Refer to the [Alberta Health Services](#) website for the required application forms.

4.53 MOVE-IN AND MOVE-OUT

The client is responsible for planning and communicating all move-in and move-out procedures and guidelines with the BMO Centre and all exhibitors. Standard requirements include:

- All move-in and move-out plans must be reviewed and approved in advance by the BMO Centre, including timing, vehicle volumes and types, and any staging or holding requirements.
- Venue personnel will exclusively operate overhead doors and manage traffic control within the loading areas.
- Freight must be moved in and out through designated loading areas only. Guest entrances must not be used.
- Personal vehicles are not permitted inside the venue without prior approval.
- Vehicles must depart immediately after loading or unloading is complete. Parking in the loading dock apron is not permitted.
- All materials handling must be arranged through the general services contractor or designated display provider.
- Children under the age of 15 are not permitted onsite during move-in and move-out, except when remaining inside an enclosed vehicle under direct supervision of a parent or guardian.
- Alcohol consumption is not permitted during setup, move-in, or move-out periods. Where alcohol service is approved in an exhibit space, it must conclude at least one hour prior to the scheduled move-out.

All materials must be removed from the venue upon completion of move-out. The BMO Centre will not store unclaimed materials and may forward or dispose of such items at its sole discretion. Refer to the [Items Left Behind](#) section for additional information.

4.54 MUSIC LICENSING

The use of live and/or recorded music at events requires a licence and is subject to mandatory fees administered by Entandem. The BMO Centre collects these fees on Entandem's behalf for Resound and SOCAN, which distribute royalties to songwriters, composers, creators, record companies, music publishers, and performing artists to ensure fair compensation for the use of their music.

The Event Manager will provide the specific fee structure applicable to the event.

4.55 NOISE

The client is responsible for ensuring that neighbouring events within the venue are not impacted by disturbances, including but not limited to noise, odours, dust, or debris, which may interfere with concurrent activities.

Any sound checks, fireworks, or other activities that may create noise disturbances require prior written approval from the BMO Centre. The BMO Centre reserves the right to request adjustments to sound levels if they are impacting neighbouring events.

Events with outdoor components must comply with the [City of Calgary Noise bylaw](#).

4.56 NUDITY

Events with nudity or partial nudity must follow all applicable legislation. When nudity is considered entertainment, the client must consult with Alberta Gaming, Liquor and Cannabis (AGLC).

4.57 NURSING ROOM

A dedicated nursing room is located on Level 1 of the BMO Centre and is equipped with essential amenities to provide a comfortable, private space for guests caring for their infants.

Access can be arranged by contacting a member of the Guest Ambassador or Guest Concierge team.

4.58 ONSITE ORDERS

Additional goods or services required during an event require proper authorization prior to delivery.

4.58.1 Client On-Site Orders

All requests for goods and services during the event must be submitted through the Client Concierge, who will confirm availability and pricing. Designated members of the organizing team with signing authority will be required to approve onsite additions, and a signature will be required.

There are no order deadlines or onsite surcharges for services such as electrical, plumbing, and internet, and clients will continue to receive advance rates for onsite orders. Food and Beverage services are the exception and are subject to order cutoffs and additional onsite surcharges.

4.58.2 Exhibitor On-Site Orders

A dedicated on-site orders team is stationed in the exhibit hall and is available to take orders for power, services, and additional requirements. Pre-orders are fulfilled first; on-site orders are processed after, at the full rate.

For assistance, visit the on-site orders desk in the exhibit hall.

4.59 PAINTING

Clients are not permitted to make any structural or cosmetic changes to the building, including walls, columns, or other permanent infrastructure, without prior written approval from the BMO Centre.

On-site painting of displays and exhibition materials within event halls may be permitted on a case-by-case basis and requires prior written approval. All painting must take place during the designated move-in period and must comply with the following requirements:

- Floors and carpet must be fully protected using clean materials. Previously used or paint-covered tarps are not permitted.
- Painting must be conducted in a well-ventilated area and in accordance with all applicable safety standards.

- The use of spray paint is prohibited.
- Painting on carpeted areas is not permitted unless proper protection is in place and approval has been granted by the BMO Centre.

If painting is approved, clients must contact their Event Manager to arrange a designated location for the proper cleaning of painting tools. Cleaning of tools in washrooms or other non-designated areas is not permitted.

The disposal of paint, thinners, or any hazardous substances in the venue's drainage system is prohibited.

4.60 PARKING

Parking at Stampede Park is managed and enforced by Calgary Parking. Through the ParkPlus system, the venue offers a seamless parking experience for all guests and clients.

All visitors are responsible for registering their licence plate and paying for parking using one of the following options:

- MyParking App -- Pay quickly and easily using a smartphone.
- Pay as Guest -- Visit vpm.parkplus.ca to make a one-time online payment without creating a ParkPlus account.
- On-Site Pay Machines -- Use one of the pay machines conveniently located throughout Stampede Park.

Accepted Payment Methods:

- Pay machines accept credit and debit; a limited number also accept coins.
- The MyParking App and Pay as Guest options accept credit and debit payments.

Failure to pay for parking will result in a violation issued by Calgary Parking. Payment of any violation is the responsibility of the vehicle owner.

Ground level paid outdoor parking is available during move-in, the event, and move-out for guests, clients, and exhibitors.

The parking stall inventory includes:

- Over 3,500 ground level public parking stalls
- 90 accessible parking stalls
- 196 recreational vehicle stalls with electrical hookup
- 300 stalls in the marshalling yard

4.60.1 Bus and Coach Parking

There are several options for bus and coach drop-offs and parking. Contact your Event Manager to determine the best location for your event.

4.60.2 Exhibitor Check-In Entrance

Exhibitors booked at the BMO Centre can access the facility at 13th Avenue & Stampede Trail SE. The check-in point varies depending on the location of the event venue.

Detailed loading and check-in information will be provided upon confirmation of the move-in plan with the logistics team.

4.60.3 Marshalling Yard Services

Marshalling yard services are based on event needs, city permitting, event spend availability and negotiated rates.

4.60.4 Overnight Parking

Guest safety at Stampede Park is a top priority. The ParkPlus system supports this by offering extended grace periods in the morning, allowing guests to park overnight when needed.

Vehicles remaining on site past 10:00 a.m. must register and pay for an additional parking session.

4.60.5 Parking Attendants

Parking attendants are provided for events with significant public parking requirements. They assist with traffic flow and direct guests to available stalls to support efficient use of parking areas.

For events requiring specialized traffic or crowd control in parking lots, such as races or outdoor festivals, additional parking attendants may be arranged at current labour rates.

4.60.6 Parking Fence Rental

Rentable fencing is available to create secured areas and support event-specific traffic control and crowd management, both indoors and outdoors.

4.60.7 Parking Lot Rental and Roadway Closures

Parking Lot Rentals

Parking lots are available for rental based on the event requirements and lot availability. Contact your Sales Manager to discuss parking lot needs to support your event.

17 Avenue Road Closures for Events

Events using outdoor space along 17 Avenue S.E. (Flores LaDue Parade S.E.) may require a temporary road closure permit with the approval of the Calgary Stampede.

Closures are typically maintained for the duration of the event to manage costs to the client. Additional fees for closure will apply. Contact your Event Manager to discuss whether roadway closure is possible to support your event.

4.60.8 Parking Services

Stampede Dispatch monitors all parking lots 24 hours a day, seven days a week. During major events, lots and roadways are supported by Parking Attendants and monitored by Parking Supervisors and a Controller, who is located at an aerial vantage point.

The BMO Centre does not assume responsibility for lost, stolen or damaged property.

4.60.9 RV Parking

RV parking is available based on event needs. Contact your sales manager for more information.

4.60.10 Trolley (Shuttle) Services

The venue offers trolley services for hire to transport guests from their parking location to their event venue, and to-and-from locations off Stampede Park. Availability of the service is subject to a three-hour minimum fee and is based on event needs, parking demand, and inclement weather.

For further information, contact your Event Manager.

4.61 PHOTOGRAPHY, FILMING AND USAGE RIGHTS

All requests for photography and filming during events at the BMO Centre or anywhere on Stampede Park must be submitted in advance and approved by your Sales Manager or Event Manager. This includes photography and filming in and around the exterior of the venues.

The Calgary Stampede may also capture photographs and video of events for internal records, marketing, publicity, and promotional purposes, subject to prior agreement.

Any approved photos or video footage taken on Stampede Park may only be used for the original approved purpose. They may not be repurposed, reproduced, or used by third parties without additional written approval. The venue reserves the right to review and approve any use of its name, likeness, or associated imagery, and may request access to event media for its own use where appropriate.

All drone operations on Stampede Park, regardless of size, require a [Transport Canada Special Flight Operations Certificate \(SFOC\)](#), along with an approved flight plan. Drone requests must be submitted in advance through your Sales or Event Manager for review and approval by the Manager of Public Safety, along with all required documentation, before any operation is permitted.

Access to venue catwalks is strictly controlled. Requests must be made through your Event Manager and are subject to approval and applicable safety requirements.

4.62 PLUMBING, NATURAL GAS, WATER, AND COMPRESSED AIR ACCESS

Plumbing and natural gas services are provided exclusively by the BMO Centre. The BMO Centre does not allow the reselling of these exclusive services, or others to act as the venue's agent for these services.

Gas, water, and floor drains are available in some locations in the exhibit halls. Plumbed-in sinks may be installed in these locations. Plumbed in services are not available in any ballroom, meeting room, or pre-function space. If wash stations are required in any of these spaces, portable self-contained sinks may be provided.

Drains are exclusively provided for the drainage of grey water. The BMO Centre adheres to a strict policy regarding the use of soaps or detergents. [City of Calgary Bylaw](#) provides the full list of prohibited materials that cannot enter a storm drainage system. It is prohibited to use drains for the disposal of grease, solids, solvents, hazardous materials, or organic materials of any kind. The venue does not permit the disposal of any product into outdoor/parking lot drains.

Natural gas connections require a permit, and minimum 72 hours' notice prior to the event move-in. In order for the BMO Centre to obtain the permit, a floor plan is required that includes the type of gas appliance(s), location of appliance(s), and

BTUs of appliance(s) being connected to natural gas.

Propane gas and compressed air are not available through the BMO Centre.

4.63 POOLS, PONDS, AND WATER FEATURES

To ensure the safety and well-being of all visitors, any exhibit space featuring a pool, spa, or water feature must have a designated qualified individual present at all times while the public is in the venue. This individual must be trained and competent in first aid and resuscitation techniques.

The installation and operation of pools, spas, and water features are subject to venue safety and infrastructure requirements. Due to ground-supported power infrastructure limitations, pools, spas, and water features are not permitted in Halls A1 & A2 or Levels 2 & 3.

Ice sculptures and controlled water features within booked rooms may be considered on a case-by-case basis and require prior approval from the venue.

All water-related installations must comply with the venue's floor load guidelines, as outlined in the [VENUE SPECIFICATIONS](#) section, to ensure structural safety.

For requirements related to plumbing and water services, please refer to the section on [PLUMBING, NATURAL GAS, WATER, AND COMPRESSED AIR ACCESS](#).

4.64 POWER TOOLS AND MACHINERY

To reduce the risk of accidents or injury, all power tools and machinery must follow the [Alberta Occupational Health & Safety Code](#) as well as the following requirements:

- Operators must follow manufacturer instructions.
- Trained personnel only, may: conduct demonstrations.
- Indoor use of power tools requires prior approval from the venue.
- Additional approvals from the Calgary Fire Department may be required depending on the activity.

Please consult your Event Manager early in the planning process if your event includes machinery or powered demonstrations.

4.65 PRODUCT SALES

Sales of event-related products are permitted within rented event space only and are not permitted in common areas.

The Calgary Stampede Food & Beverage department is the exclusive provider of all food and beverage services. Refer to the [Exclusivity for Catering Rights](#) section for details.

The BMO Centre reserves the right to refuse the sale of any product deemed inappropriate, unsafe, or non-compliant with venue standards.

The client is responsible for obtaining and maintaining all required licences and permits related to product sales, including compliance with Alberta Health Services, Alberta Gaming, Liquor and Cannabis, and City of Calgary requirements for business operators.

4.66 PROTECTING CARPETS AND FLOORS

All carpeted and hard floor surfaces throughout the BMO Centre must be protected from freight, equipment movement, and installation activities. Forklifts and electric pallet jacks are not permitted on any carpeted surface unless approved floor protection is in place.

Carpet Protection

Acceptable double-sided carpet tapes include Scapa #174 or Shurtape DF #642 double-coated cloth tape. Any damage resulting from non-approved materials or improper use will be charged to the client.

For additional information regarding vehicle access on carpeted surfaces, please refer to the [VEHICLES FOR DISPLAY](#) section.

Floor Protection and Adhesives

Only approved floor adhesives may be used within the venue. Acceptable options include poly-coated cloth tape or gaffer's tape. Vinyl, duct, foam, and packing tapes are prohibited.

When applying tape to non-carpeted surfaces (including lobbies, pre-function areas, and concourses), a protective layer of adhesive pre-mask tape (e.g., TransfeRite®) must be used between the floor and the adhesive.

Requests to use alternative floor protection materials must be submitted with a sample for approval at least two (2) weeks prior to move-in.

Any non-approved floor markings removed by venue cleaning staff will result in additional fees charged to the event.

4.67 PROTECTING WALLS

To protect venue finishes and maintain the integrity of all wall surfaces, only approved, non-damaging adhesive products may be used, as outlined in the section for [ADHESIVES](#). All materials must be removable without causing damage, residue, or surface alteration.

Adhesion to glass walls, fabric walls, and interior wood surfaces is prohibited.

4.68 RADIO TRANSMISSION

The BMO Centre requires advance notification of all radio transmitting equipment used for two-way communication, control systems, and audio transmission, including frequency and signal strength.

If federally licensed frequencies are being used, the client must provide a copy of the Transmitting Apparatus Licence issued by the Canadian Radio-Television and Telecommunications Commission (CRTC). The client must also disclose any use of unlicensed frequencies to the Event Manager in advance.

4.69 RISK MANAGEMENT

Risk management at the BMO Centre ensures the safety of all guests, contractors, and employees while maintaining compliance with applicable laws and operational standards.

Event Organizers are responsible for assessing the risks associated with the event and providing all relevant information, including safety plans, to their Event Manager.

4.69.1 Workplace Safety

This section addresses risks to contractors during move-in, setup, and event operations.

All third-party contractors are subject to the Hazard Identification, Assessment, and Control (HIAC) process. For detailed information on HIAC requirements and procedures, refer to the [Alberta Occupational Health & Safety Code](#) guidelines.

Event Organizers are responsible for ensuring that all contracted personnel comply with applicable Occupational Health and Safety legislation and all onsite safety requirements.

Key responsibilities include:

- Ensuring contractor safety by verifying that all personnel have received appropriate training and understand HIAC requirements and applicable safety protocols.
- Ensuring the safe operation and use of all equipment and machinery during move-in, setup, and event operations.
- Ensuring compliance with all onsite safety procedures and requirements as established by the BMO Centre.

4.69.2 Event Risk Profile

The event risk profile assesses the potential risks an event may present to the Calgary Stampede and its venues, operations, and stakeholders.

This profile considers a range of factors, including:

- Reputational risk associated with the event, its branding, participants, or content
- Crowd management requirements
- Expected crowd behaviour
- Crowd density and attendance levels

These factors are used to determine operational requirements such as security staffing levels, pay-duty police presence, and medical coverage.

Event Organizers are responsible for:

- Assessing and communicating the risks associated with the event
- Sharing all relevant risk information and safety plans with the assigned Event Manager
- Ensuring appropriate mitigation strategies are in place in collaboration with the venue

Post-Contract Changes to Risk Profile

Event Organizers should be aware that an event's risk profile may change after a contract has been signed. Changes may result from external or unforeseen factors, including (but not limited to) geopolitical developments, public figure controversies, or changes to event headliners.

In such cases, the Calgary Stampede reserves the right to review and adjust event terms and operational requirements if the risk profile changes materially.

4.70 ROOM SETUP

The contracted space includes one standard room setup per day. A “room” may include configurations such as theatre, classroom, U-shape, cocktail reception, banquet, or boardroom style.

Requests for additional room setups or room flips must be coordinated in advance with your Event Manager. Additional fees may apply.

Air walls require specialized handling and configuration and are operationally complex, which may result in time impacts to your event. Any changes to air wall configurations must be planned in advance with the Event Manager, who will confirm feasibility and associated costs. Air walls may only be adjusted by authorized venue personnel.

4.71 SAND, SOIL, TIMBER, LIVE PLANTS, AND SIMILAR MATERIALS

Displays or exhibits that include sand, soil, peat moss, bark chips, or similar materials must be installed in a way that protects the facility from staining, water damage, and mechanical damage caused by placement or removal equipment. Measures must also be taken to prevent water leakage and slip or trip hazards. Any required cleaning or repairs will be charged to the client.

Live plants, trees, and cuttings must be fresh and maintained throughout the event, including regular watering. Fresh-cut trees must be tagged in accordance with Calgary Fire Department [regulations](#).

Timber used for fencing, structures, or decorative elements in areas accessible to the public must be finished to prevent splinters and must not be treated with substances that could stain clothing or cause skin irritation. Chemically treated timber that produces strong odours or toxic vapours is not permitted. Timber treated with creosote, or products containing creosote, is prohibited.

For information on recycling and material removal, refer to the section outlining [OUR SUSTAINABILITY PRACTICES](#).

4.72 SCAFFOLDING

When properly installed and maintained, scaffolding is an effective control measure for working at heights. All scaffolding must comply with the [Alberta Occupational Health & Safety Code](#) and must be erected and dismantled only by qualified personnel. All scaffolds must be colour-coded at each point of entry in accordance with OHS Code.

Reasonable measures must be taken to protect scaffolding from contact with powered mobile equipment or vehicles where potential for damage exists.

Once erected and inspected, scaffolding is approved for use for up to 30 days. After this period, it must be re-inspected and re-certified by the installer to confirm continued structural integrity and safety, particularly in consideration of potential ground movement or environmental changes.

Engineering approval is required for any non-traditional use of scaffolding, including but not limited to displays (e.g., banners or signage attached to scaffolding), obstacle courses, outdoor speaker structures, or similar applications.

4.73 SIGNAGE

Event organizers must inform their Event Manager of any temporary signage, including its content, location, and duration of use. Removal fees may apply.

The BMO Centre allocates digital signage space in consideration of other events and operational requirements and reserves the right to remove any signage deemed objectionable or not professionally presented.

For guidance and approval, please contact your Event Manager.

4.73.1 Signage in Public Spaces - BMO Centre

All non-digital directional and event signage in public spaces within the venues must be displayed using approved formats only. Acceptable options include meeting room numbered inserts, meeting room numbered hanging banner attachments, black sign holders, and pop-up banners. These requirements also apply to signage placed within exhibit halls.

Easels are not permitted in the BMO Centre second or third floor common spaces due to fire safety regulations. Easels may only be used within booked meeting rooms.

All signage must be professional in appearance. Handwritten signs are not permitted in any public or shared spaces.

Signage must not obstruct fire suppression equipment, emergency exits, or any other life safety systems at any time.

No signage may be attached to walls, doors, glass, bars, or any other permanent infrastructure. Taping, nailing, stapling, tacking, or any similar method of installation is prohibited.

Temporary event signage must not cover or obstruct any permanent signage located anywhere on Stampede Park without prior written approval from the venue. Digital signage screens located on Stampede Park must remain fully visible at all times and may not be covered or obstructed by client signage.

Any requests for promotional signage in public areas, or any questions regarding signage placement or requirements, must be directed to your Event Manager for review and approval.

4.73.2 Static Signage

For information on printed signage options, please contact your Event Manager to request the Static Signage Package.

This package outlines available opportunities to support your event advertising and sponsorship through our General Services Contractor.

4.73.3 The BMO Centre's 'Sign Shop'

The BMO Centre offers an in-house print shop to support your event signage needs.

For more information and current pricing, please request the sign and vinyl application price list or a customized quote from your Event Manager.

4.73.4 Banner and Sign Hanging

All banners and signs hung from the venue structure at the BMO Centre must be installed by authorized venue personnel or approved service providers.

Exclusive banner hanging services are available for both Event Organizers and Exhibitors. Event Organizers should coordinate their requirements directly with their Event Manager. Exhibitors may place orders through the Exhibitor Services portal by selecting the Banner Hanging order form.

Banner hanging rates are based on grid placement within the venues. Please contact your Event Manager for detailed pricing and guidance.

All banner installations must comply with applicable Calgary Fire Department regulations and requirements.

4.73.5 Digital Signage

The BMO Centre offers a variety of digital signage options. Event Organizers can use these displays to share event information with attendees, and Exhibitors can promote their presence and products. Clients may purchase digital signage through the Digital Signage Sales Package.

If a full building or designated area buyout is not confirmed a minimum of three (3) months prior to the event, the BMO Centre may sell digital signage space directly to exhibitors and/or other upcoming events, prior to the event.

All signage content must reflect the BMO Centre's standards and be clear, readable, and professionally presented. Content that is unclear or difficult to read may not be approved by the Calgary Stampede Digital Signage Team.

For information about available options and technical specifications, contact your Event Manager.

4.74 SIMULTANEOUS INTERPRETATION SERVICES

Simultaneous interpretation services are available through the venue's preferred audio-visual service provider.

For additional information or to request a quote, please contact your Event Manager.

4.75 SMOKING

In accordance with [City of Calgary bylaws](#), all venues on Stampede Park are non-smoking facilities. Smoking includes cigarettes, electronic cigarettes, and vaporizers. Smoking is permitted only in designated outdoor areas.

For specific events, additional smoking areas may be arranged in consultation with your Event Manager. These are not standard and may be approved based on event type and operational requirements (e.g., concerts, ticketed events without re-entry, or large-scale public events). Additional fees may apply for required infrastructure, including fencing, screening, and security services.

Where smoking areas are visible to the public (including exterior-facing locations or areas visible from upper levels), they must be fully screened in compliance with Alberta Gaming, Liquor and Cannabis ([AGLC](#)) requirements to prevent visibility to underage persons.

Your Event Manager will confirm applicable requirements for your event.

For information regarding cannabis, refer to the [DRUGS AND ALCOHOL](#) section.

4.75.1 Ceremonies and Smudging

Smudging is a traditional healing ceremony in Indigenous cultures that involves the burning of sacred herbs such as sage and sweetgrass.

Smudging ceremonies require an open-flame permit from the Calgary Fire Department. Refer to the [FIRE CODE](#) and [SPECIAL EFFECTS](#) sections for additional requirements.

The Event Manager must be notified in advance if a smudging ceremony is included in the event program.

Not all areas of the venue are approved for smudging. Approved locations will be confirmed by the Event Manager based on venue safety requirements and operational considerations.

Smudging is permitted for ceremonial purposes only and must be conducted as a time-limited activity. Continuous or ongoing use is not permitted, as it may impact air quality systems and subsequent event operations.

4.76 STAGE AND PLATFORM HANDRAIL REQUIREMENTS

Staging and platform handrail services are provided exclusively through the BMO Centre's exclusive staging and rigging provider and preferred audio-visual partner.

Handrails for ramps, stairs, and raised platforms are subject to specific requirements at Stampede Park. The venue works in accordance with applicable legislation, including the Alberta Fire Code and Alberta Building Code, and in consultation with the Safety Codes Council to ensure compliance.

In alignment with these requirements, temporary staging and platforms must meet the following standards:

- Handrails with a minimum height of 42 in. (1,070 mm) are required on temporary stages and platforms as follows:
 - For stage or platform heights of 16 in. (406 mm) or higher, handrails are required on the rear edge.
 - For stage or platform heights of 24 in. (610 mm) or higher, handrails are required on the side and rear edges, except where a staircase is installed.
- For interior stairs with more than two risers, or ramps exceeding 16 in. (406 mm) in height, both sides of the stair, ramp, and landing must be protected by a guard on any side not protected by a wall.
- Open sides of all landing areas require guardrails between 36 in. (920 mm) and 42 in. (1,070 mm) in height, with vertical members not exceeding 4 in. (100 mm) spacing.

Exceptions may be considered for theatrical performances in accordance with the Alberta Fire Code. Written approval from the Calgary Stampede is required in advance of the event.

For further information or to request a quote, contact your Event Manager.

4.77 STORAGE

4.77.1 Freight and/or Equipment Storage

Storage of freight and equipment is permitted only in designated areas, subject to availability, and requires prior written approval from the BMO Centre.

Event Organizers must email their Event Manager at least ten (10) business days prior to event move-in to arrange storage requirements.

4.77.2 Trailers and Other On-Park Dead Storage

Trailer storage and other on-park dead storage is permitted only in designated areas, subject to availability. Requests must be submitted to the Event Manager at least ten (10) business days prior to event move-in.

4.77.3 Storage of Crates and Packing Material

Event Organizers are responsible for pre-arranging storage for all crates and packing materials with the Event Manager prior to move-in.

4.77.4 Storage Outside the License Period

Forklifts, trailers, materials, and other equipment may not be stored or left on-site before or after the contracted licence period without written authorization from the BMO Centre.

Where approved, a contractual addendum, insurance documentation, and applicable rental fees may be required.

The BMO Centre does not assume responsibility for any items left on-site after the contracted move-out date. Refer to the [Items Left Behind](#) section for additional information.

4.78 TELECOM, INTERNET, AND BROADCAST TECHNOLOGY

The BMO Centre is the exclusive provider of telecommunications, Internet, Wi-Fi and Wi-Fi access points, and fixed digital signage.

Category 6 cabling and fibre connections are used for telecommunications, Internet, broadcast, and audio-visual services and are available in all venues, exhibit halls, ballrooms, meeting rooms, pre-function spaces, and outdoor locations.

Wireless Internet is readily available throughout the venue for a fee. Complimentary Wi-Fi is available in concourse and public spaces. This service is not guaranteed and is not intended for event purposes. Third party Wi-Fi access points, routers, and switches are prohibited anywhere on Stampede Park.

The venue supports the 5 GHz Wi-Fi band only. The 2.4 GHz band is not reliably supported and is available on a best-effort basis only. Clients and exhibitors should ensure their devices are compatible with 5 GHz Wi-Fi prior to the event.

Technology features include:

- VoIP phone service
- High speed Internet access, from single browsing to flexible unlimited speed access, based on needs
- Wi-Fi available throughout Stampede Park
- Fully wired and wireless networking including fibre optic/Cat six and wireless service

For detailed information including price quotes reflecting specific event requirements, contact your Event Manager.

4.79 TEMPERATURE CONTROL

The BMO Centre is committed to providing a comfortable and climate-controlled environment for guests while they are attending events. The venue is also committed to conserving energy wherever possible. The venue's standard ambient temperature is 21°C.

Temperature controls are as follows:

Move-in/move-out:

Temperature controls will be set to maximize energy efficiency. For example, in the winter, heat will be provided to a minimum level to prevent freezing of pipes, however with loading docks and overhead doors open, Exhibitors and Vendors should be prepared for cooler temperatures. In the summer, air conditioning will not be provided during move-in/move-out.

Prior to the start of the event:

The venue's HVAC system will begin to cool or heat the contracted meeting space to a comfortable and optimal room temperature.

Your Event Manager can discuss the timing of these temperature changes prior to the event. For temperature adjustments during the event, the designated Client Concierge will be available.

4.80 TEMPORARY STRUCTURES: TENTS AND AIR-SUPPORTED STRUCTURES

The City of Calgary requires building permits for temporary outdoor structures, including tents and stages, erected in public spaces. Refer to City of Calgary guidelines for full requirements and [Rules and Regulations for Temporary Structures](#).

Event Organizers are responsible for obtaining and covering the cost of all required permits. This includes submission of engineered drawings and fire safety certificates for approval by both the City of Calgary and the BMO Centre. All documentation must be submitted a minimum of thirty (30) days prior to the event.

Temporary indoor structures, including staging, tents, and multi-story booths, also require approval from the BMO Centre.

Engineered plans for these structures must be submitted at least thirty (30) days prior to the event for review and final approval.

4.81 TICKET SALES AND HANDLING

If your event is using a third-party ticketing platform (e.g., AXS), please notify your Event Manager to review your provider's requirements.

If on-site ticket sales are required, the on-site ticket office can provide cashiers upon request. Note that on-site cashier services are not provided for third-party ticketing platforms.

Contact your Event Manager to coordinate these requirements.

4.82 VEHICLES FOR DISPLAY

Vehicles and equipment for display include any motorized or non-motorized vehicles, or other large items requiring advance approval to bring into the venue.

If you plan to display vehicles or equipment during an event, the venue must be notified at least ten (10) days prior to event move-in through submission of the Vehicle Access Form.

All vehicle displays are subject to approval and onsite inspection by a designated BMO Centre representative upon arrival.

The following requirements apply to all vehicle displays:

- Fuel tanks must comply with venue safety requirements; ethanol, methanol, and nitromethane fuel tanks must be completely empty.
- Vehicles must be free of studded tires in indoor spaces.
- An approved drip tray must be placed under all vehicles for floor protection.
- Vehicles displayed in carpeted areas require protective materials under tires (e.g., plastic discs or protective carpet).
- Motorized vehicles may be operated on carpeted surfaces only with approved floor protection in place.
- Keys must not be left in unattended vehicles.

- Approved cleaning materials must comply with venue restrictions.
- Onsite inspection is required prior to placement in the venue.
- Complete and submit the Vehicle Access Form for all display vehicles and equipment.

For further information, contact your Event Manager.

4.82.1 ELECTRIC VEHICLES

Electric vehicles are subject to specific safety, operational, and (where applicable) charging requirements that differ from other display vehicles and equipment. Event Organizers must identify all electric vehicles at the time of submitting the Vehicle Access Form.

Additional requirements related to electric vehicle display, including safety and operational guidelines, will be provided by the Event Manager following submission.

For additional information, contact your Event Manager.

4.83 VENUE INSPECTIONS, PRE-EVENT AND POST-EVENT

To maintain high venue standards, the Client Concierge and Venue Services Operations Manager conduct pre-event and post-event inspections of all contracted spaces. Where possible, these inspections are completed with the Event Organizer's representative or service contractor present.

The pre-event inspection takes place on the first day of move-in, and the post-event inspection is completed on the final day of move-out.

All inspections are documented, and the Event Organizer's acknowledgment is recorded.

4.84 WASTE MANAGEMENT

All clients and exhibitors who utilize the venue must ensure proper sorting and disposal of all materials and waste produced while on site. Fines may be levied to the event for improper waste disposal by the Event Organizer and/or Exhibitors.

Costs related to disposal of abandoned materials and excess waste are chargeable to the event based on weight, material type, and service removal. Refer to the [COMPOSTING AND RECYCLING](#) section for more information.

4.85 WEAPONS AND PROPS

The carrying of weapons by members of the public on Stampede Park is prohibited. Any sale, display, or purchase of weapons is subject to review and written approval.

If your event involves the display, sale, or purchase of weapons, contact your Sales Manager or Event Manager immediately so that the appropriate assessment can be completed in consultation with the Security team.

Props, defined as simulated or costume weapons, are reviewed on a case-by-case basis to assess any potential risk to public safety.

Event Organizers with questions regarding weapons, props, or simulated items should contact the Public Safety team through their Event Manager prior to the event.

The BMO Centre reserves the right to prohibit the Event Organizer, its exhibitors, or concessionaires from offering for sale or displaying any exhibits that may be deemed objectionable.

4.86 WELDING AND HOT WORK

Welding and hot work activities on Stampede Park require prior approval and are subject to strict safety controls.

The approval process is as follows:

- Permission must be obtained from the Manager, Venue Services, prior to any welding or hot work activity.
- At the time of review, a written fire safety plan may be required.
- The Calgary Stampede Public Safety Department will review and approve the proposed activities to ensure compliance with Calgary Fire Department guidelines.

All welding and hot work activities, including those conducted by contractors, exhibitors, or production teams, must follow this approval process.

For additional information, contact your Event Manager.

4.87 WORKING AT HEIGHTS

A significant amount of work within the BMO Centre is completed at height, including rigging, shell scheme installation, and custom stand construction. The venue is committed to managing and minimizing the risk of falls.

All individuals working at height must comply with applicable Occupational Health and Safety legislation and approved codes of practice.



5. FOOD & BEVERAGE

5. FOOD & BEVERAGE

Engage the passion and creativity of the Centre's culinary team to deliver artistically presented, contemporary Canadian cuisine tailored to your event.

Alberta's crisp mountain air, pristine glacial waters, and exceptional sunshine combine to produce outstanding local ingredients and high-quality livestock, recognized and celebrated around the world. These elements come together on your plate through thoughtfully crafted menus designed to showcase the very best of the region.

At the BMO Centre, our Executive Chef and culinary team offer inspired, multi-sensory, and award-winning food and beverage experiences. From elegant gala dinners to efficient grab-and-go service, every menu is prepared with care, creativity, and a commitment to quality that enhances every event experience.

5.1 "GROWN RIGHT. HERE."

Our "Grown Right. Here." program highlights Alberta's exceptional farm-fresh produce and some of the finest beef in the world. This initiative celebrates locally sourced ingredients at their peak, showcasing regional food whenever possible and bringing the best of Alberta directly to your event.

5.2 WHAT MAKES US DIFFERENT

The Calgary Stampede delivers food and beverage service to thousands of guests across a wide range of events every day of the year. From high-end galas to efficient grab-and-go offerings, our culinary approach remains rooted in the diverse, locally sourced flavours that define Alberta's food landscape.

5.2.1 Supporting our Agriculture Industry

Founded over 125 years ago as an agricultural society, the Calgary Stampede continues to honour and support Alberta's agriculture industry as a core part of its legacy. Programs like "Grown Right. Here." reflect our ongoing commitment to recognizing the farmers and ranchers who contribute to the province's world-class food system.

The Calgary District and Agricultural Society hosted its first Exhibition in 1886 in a small frontier community of approximately 1,000 residents. The event was created to share agricultural knowledge, celebrate Western Canadian culture, and showcase the best of the region. From these early beginnings, the Exhibition has grown into a long-standing tradition that continues to shape our organization today.

5.2.2 Connecting Urban and Rural Communities

The Calgary Stampede plays an important role in bridging urban and rural communities by connecting producers and consumers through the celebration and use of locally produced food.

5.2.3 Buying Local

By choosing locally grown and produced food, clients and guests support Alberta's economy while helping to preserve agricultural land for future generations.

5.2.4 Protecting Our Environment

Sustainability is a key priority across Calgary Stampede operations. Initiatives such as the EGOR food recovery program demonstrate our commitment to reducing waste and supporting responsible environmental practices. For more information, refer to the Calgary Stampede [Sustainability Snapshot](#).

For additional details, please contact your Event Manager.

5.3 BEVERAGE SERVICE

The Calgary Stampede proudly showcases top Canadian and international wines through its annual Stampede Cellar Showdown International Wine Competition, which recognizes excellence in viticulture and the agri-food industry. Winning wines are selected and incorporated into our curated wine offerings.

Featuring wines from the Champion Wine Program allows you to offer a premium, thoughtfully selected experience that reflects quality, craftsmanship, and the spirit of the Calgary Stampede.

For current wine offerings, contact your Event Manager.

We also offer a comprehensive selection of beverages designed to complement your event experience. Liquor options are available through the Calgary Stampede [external menu](#).

To support accurate planning, please share insights from previous events—such as beverage consumption patterns and guest preferences—with your Event Manager. This information helps tailor product selection and staffing to best meet your event needs.

5.3.1 Cash and Host Bar Services

We offer cash bars, host bars, or a combination of both.

- **Cash Bar:** Guests purchase their own beverages.
- **Host Bar:** Beverage costs are billed to the event account.

Your Event Manager can help determine the best service option for your event.

Where combined cash and/or host bar sales (including specialty cocktail bars) are less than \$500 per bartender over a four-hour period (excluding table wine, service charges, and GST), an hourly bartender fee will apply.

Standard staffing ratios are:

- **Host bar:** 1 bartender per 75 guests
- **Cash bar:** 1 bartender per 100 guests

Additional bartenders may be requested, and applicable rates will apply. Bartenders are scheduled to arrive 90 minutes prior to service and remain for up to one hour after service concludes.

Drink tickets are provided exclusively through the Calgary Stampede. Options include standard branded tickets or custom-branded designs to align with your event theme. Contact your Event Manager for pricing and details.

5.3.2 Corkage

A corkage bar option may be available for select small wedding events at BMO Centre; please contact your Event Manager for availability and details. Beverage service is provided exclusively in-house, and outside liquor is not permitted unless expressly approved under our liquor licence.

5.4 SAFE ALCOHOL SERVICE

The BMO Centre is committed to the responsible sale and service of alcohol. Policies and procedures are in place to ensure a safe and positive experience for all guests.

All alcohol service is governed by Alberta Gaming, Liquor and Cannabis ([AGLC](#)) regulations. As the licensed operator, Stampede Park is responsible for ensuring full compliance. All alcohol served on-site must be purchased through the venue, and no external alcohol may be brought in, served, or consumed unless specifically approved.

All remaining alcohol, regardless of quantity, must remain on the premises unless otherwise authorized by your Event Manager.

5.4.1 Liquor License

As the liquor licence holder, the BMO Centre retains the exclusive right to the sale, supply, and service of all alcoholic beverages in compliance with Alberta Gaming, Liquor and Cannabis ([AGLC](#)) regulations. All alcoholic beverages must be purchased through the venue and consumed on-site.

For consumer shows or artisan markets featuring take-away alcohol sales, specific regulatory approvals are required.

Contact your Event Manager for more information.

5.4.2 Times of Alcohol Service

Standard alcohol service is available daily from 9:00 a.m. to 1:00 a.m. Requests for service or entertainment outside of these hours require advance approval and may be subject to additional labour fees.

Alcohol service will conclude at least 60 minutes prior to the scheduled end of your event to ensure appropriate consumption time.

5.5 CATERING

The BMO Centre offers a range of services to support catered functions and events featuring food and beverage components. Key information is outlined below.

5.5.1 China Service or Compostable Ware

In banquet and meeting rooms, china and glassware are used for all meal service unless compostable or disposable options are requested.

5.5.2 Dietary Needs and Allergies

We are committed to offering a wide variety of food options to accommodate all guests, including the ability to pre-order vegetarian and vegan meals, as well as options that address common dietary needs such as gluten, dairy, and nut sensitivities.

Dietary requirements and food allergies are managed with care, particularly where severe or life-threatening reactions may occur. Please note that we do not operate a dedicated allergen-free kitchen or provide separate dining areas for guests with allergies or intolerances. While every effort is made to minimize risk, cross-contact may occur during food preparation, handling, or service, and menu items may contain trace amounts of allergens such as gluten, dairy, nuts, or nut oils.

To arrange dietary-specific meals for your event, contact your Event Manager to review requirements in detail.

For full-service meals, additional time may be required to coordinate and deliver dietary accommodations. This should be considered when developing your event schedule in consultation with your Event Manager.

5.5.3 Event History

Historical information from previous events, along with an understanding of guest preferences, can be highly valuable when planning your upcoming event.

We encourage you to share any available data on food and beverage consumption patterns with your Event Manager to support accurate planning of product selection and staffing requirements.

5.5.4 Excess Food

The BMO Centre is committed to sustainability and minimizing food waste wherever possible. The following guidelines apply to excess food:

- Food that has been displayed on a public buffet or service area must be composted to prevent cross-contamination.
- Where substantial quantities of packaged or fresh food are anticipated to remain after an event, donation to a local food bank may be arranged in advance.
- Food that cannot be reused or donated is managed through our sustainability program, with organic materials separated for composting.
- In accordance with Alberta Health Services guidelines, leftover food and beverage may not be removed from the venue.

5.5.5 Exclusivity for Catering Rights

The Food & Beverage department is the exclusive provider of all food and beverage services on Stampede Park.

Food and beverage items, including bottled water, must be supplied and prepared by our Food & Beverage department. The introduction of outside food or beverage is not permitted without prior written approval. This includes sponsored items and external vendors.

In compliance with Alberta Health Services and AGLC regulations, unconsumed food and beverage provided by the BMO Centre may not be removed from the venue unless otherwise approved by Food & Beverage management.

Where approved, sponsored, or donated food and/or alcohol may be subject to a rights fee.

Sample food or beverage items may be distributed within exhibit spaces only with written authorization. Contact your Event Manager for details.

5.5.6 Exhibitor Catering

We offer flexible catering options for exhibitors, including in-booth hosting and scheduled meal delivery.

- **In-booth hosting** must be pre-ordered using the exhibitor catering order form. Contact your Event Manager for more details.
- **Meal delivery** can be arranged in advance or ordered onsite, allowing exhibitors to remain focused on engaging with customers while meals are delivered at scheduled times.

5.5.7 Exhibit Hall Service Areas

Food service within exhibit halls requires the establishment of designated back-of-house service areas to ensure efficient and safe execution. Your Event Manager will confirm required sizes and locations, which must be incorporated into your event floor plan.

5.5.8 Labour Charges (Catering-Specific)

Clients must provide their Event Manager with full event details to determine whether additional catering labour fees may apply.

A labour fee applies to all meal functions with fewer than 20 guests. To ensure quality and safety, service timing for breaks and buffets is based on a maximum of two (2) hours of continuous service. Requests exceeding this timeframe will incur an additional surcharge.

A 15 percent surcharge applies to food and beverage events that exceed the standard two (2) hour meal service period.

If you would like event-related items—such as table centerpieces, menu cards, promotional items, or documents—placed on tables, up to two items can be accommodated at no additional charge when requested at least two (2) weeks prior to the event date.

5.5.9 Food Tastings

Food tastings are offered on a case-by-case basis, as determined by your Event Manager, to support final menu selections. This process allows the Calgary Stampede culinary team to showcase menu offerings, service standards, and hospitality while identifying opportunities to enhance the overall guest experience.

5.5.10 Menu Planning and Guaranteed Attendance

To support seamless planning and optimal service delivery, final menu selections and an estimated guest count are required thirty (30) days prior to your event. After this deadline, a maximum variance of 20 percent (up to 200 guests) is permitted. Reductions beyond this threshold may result in an attrition fee of 50 percent of the menu price per person.

Final guaranteed attendance must be confirmed fourteen (14) days prior to the event. Reductions after this date are subject to a 100 percent attrition charge based on the menu price per person. Increases may be accommodated based on capacity and will be charged at the original menu price plus a 15 percent surcharge.

The venue reserves the right to relocate your event to a more suitable space in response to significant changes in attendance.

While every effort is made to deliver menus as selected, the venue reserves the right to substitute items that are unavailable or do not meet quality standards.

Menu prices may fluctuate with market prices, however final pricing will be confirmed and guaranteed 90 days prior to your event.

5.5.11 Menus

Our published menus offer a wide range of thoughtfully curated options. Your Event Manager can assist in selecting the most suitable menu for your event.

Custom menus are available for events with a minimum of 500 guests for a selected meal, or where the per-person spend meets or exceeds the required minimum. Requests for custom menus are accepted once a signed contract is in place and are subject to approval by the Executive Chef.

Each custom menu includes the initial design and up to two revisions at no additional charge. Additional revisions are subject to a fee per revision, per menu.

Every effort is made to provide the selected menu as described; however, the venue reserves the right to substitute items that are not available or do not meet quality standards.

To request a custom menu, provide your estimated guest count, budget, venue location, and event theme, if applicable, to your Event Manager.

A 20 percent service charge applies to all food and beverage services. GST is applied to all applicable charges.

5.5.12 Rentals

A variety of catering-related equipment is available for rent, including refrigerators, coffee machines, chafing dishes, and more. Details and ordering are available through the Exhibitor Services Form.

5.5.13 Retail Outlets

We offer more than concessions. Our retail outlets provide the same level of care and attention as our highest-end galas, with our culinary team creating fresh and delicious food options for both exhibitors and attendees. There are two permanent built-in stands within our exhibit halls that can accommodate these services.

We can also provide retail food and beverage options in a temporary location within your event space that aligns with the design of your event and expectations of your guests. The BMO Centre will determine the number of retail outlets and operating times in consultation with you.

If your event requires unique food offerings that the Calgary Stampede team cannot provide, alternative service options (i.e., Food Trucks) may be a suitable option. Requests for alternative services must be submitted through your Event Manager and will be reviewed and approved by the Food & Beverage management.

Only approved Food Truck operators with valid licenses and permits are permitted. Approved alternative operators must follow City of Calgary [Mobile Food Vendor Guidelines](#) and require inspections by both AHS and the Calgary Fire Department.

5.5.14 Sampling

Food and Non-Alcoholic Beverages

Alberta Health Services (AHS) safety regulations for the distribution of food and beverage products apply to all events held at the venue, including sampling.

Clients are required to notify AHS of their event through the [AHS](#) website and submit all exhibitor booth numbers that will be providing samples at the event to both Alberta Health Services and the venue. All exhibitors are subject to approval by both parties.

For questions regarding the AHS special events process, please contact:

Email: cal.specialevents@albertahealthservices.ca

Phone: 1.833.476.4743

Non-alcoholic sample items must be restricted to portions as outlined in the Food and Beverage Sampling Form. All samples must receive written approval from the venue prior to the event and must adhere to the guidelines outlined in the Food and Non-Alcoholic Beverage Sampling Application Form.

Sampling of products that conflict with existing Calgary Stampede sponsorship agreements are not permitted. Coke has exclusive pouring rights.

Alcohol

Only liquor stores, distributors or agents may request alcohol sampling during an event on Stampede Park. [Note: Alberta Gaming, Liquor, and Cannabis (AGLC) refers to what the venue calls "sampling" as "liquor tastings". Plans to have samples provided at your event must receive written approval prior to the event and must adhere to the guidelines in the Liquor Sampling Permit Form.

Alcohol samples may not be sold and all product to be sampled must be purchased by the BMO Centre under the venue's liquor license.

Alberta Gaming, Liquor, and Cannabis (AGLC) enforces serving guidelines for sampling.

The venue limits the number of exhibiting booths that offer alcohol sampling. All requests to sample alcohol at events must be submitted to the venue a minimum of three (3) weeks prior to the event start date.

5.5.15 Sponsorship or Donation of Food and Beverage Products

The Calgary Stampede may hold contractual agreements with select suppliers and therefore serve their products on an exclusive basis. Requests to serve sponsored products must be submitted to the venue for written approval a minimum of three (3) weeks prior to the event.

Use of sponsored or donated food and beverage products must be approved by Food & Beverage management prior to any agreements being confirmed with vendors. Approvals are event-dependent and may be subject to a rights fee, with Food & Beverage management confirming activation details directly with the vendor.

Contact your Event Manager to discuss eligibility and requirements.

5.5.16 Third Party Vendors

Any concessionaire or exhibitor selling or sampling food products during a show must receive advance approval from the BMO Centre.

Third-party vendors are subject to commissions payable to the BMO Centre. Clients are responsible for ensuring that applicable commissions for each approved exhibitor or concessionaire are paid.

A copy of the concessionaire agreement is available through your Event Manager.

5.6 COMPOSTING AND RECYCLING

Clients and exhibitors are expected to properly sort and manage waste throughout their time at the BMO Centre. The venue supports an extensive waste diversion program, with more than 14 material streams recycled, upcycled, or composted, including organics, cooking oil, textiles, wood, and more.

Onsite systems, including the EGOR dehydration system, are used to enhance compost processing and reduce waste impact. These initiatives reflect the venue's commitment to responsible waste management, and all clients and exhibitors are expected to comply with established procedures.

Three-stream systems are used throughout the venues, requiring event participants to separate waste into recycling, compost, and waste streams.

Organic waste containers are provided for food-based materials, including fruit, vegetables, and animal products. Fats, oils, and greases must be collected separately and disposed of through approved processes.



**6. HEALTH,
SAFETY, &
LEGISLATION**

6.0 HEALTH, SAFETY, & LEGISLATION

Safety is the top priority at the BMO Centre. This section outlines key health and safety requirements applicable to all events.

6.1 COMPRESSED GASES AND HAZARDOUS SUBSTANCES

All Exhibitors must comply with Alberta Occupational Health and Safety (OHS) requirements for the handling and storage of flammable materials, as well as venue safety practices and procedures.

Compressed gas cylinders must be secured and stored in an upright position at all times to prevent accidents.

A disposal fee applies to helium tanks left in the venue after event close.

6.2 FIRE CODE

All indoor events held at the BMO Centre must comply with the Calgary Fire Department's minimum safety code standards, as outlined in the CFD [Indoor Special Event Fire Code Requirements](#).

The Calgary Fire Department may review special events.

Events with one or more of the following circumstances require advance written approval and potentially a permit from the Calgary Fire Department prior to the event:

- Use of candles and/or open flames
- Pyrotechnics or fireworks display
- Tent or air-supported temporary structure over 27.9 m² (300 ft²)
- Special amusement, including haunted houses
- Indoor cooking, including demonstration cooking

Floor plan approvals are subject to final inspection by an authorized CFD Fire Safety Codes Officer. Once the floor plan is approved, no modifications of the setup may occur without Calgary Fire Department approval.

6.2.1 Fire Pits

Fire pit installations are reviewed on a case-by-case basis and require an open flame permit.

In accordance with City of Calgary bylaws, outdoor fires may only be operated within permitted timeframes:

- No fires between 12:00 a.m. and 10:00 a.m. Monday to Friday
- No fires between 1:00 a.m. and 10:00 a.m. on Saturday and Sunday

Coordination with your Event Manager is required to ensure all fire pit use meets these regulations and any additional BMO Centre safety requirements.

6.3 FIRE AND MEDICAL EMERGENCIES

The BMO Centre is equipped to respond to emergency situations. In the event of an emergency, contact:

Stampede Emergency Dispatch - 1.403.261.0595

Dispatch will coordinate the fastest response to your location and guide emergency responders on-site. Stampede Park Security are on duty 24/7 and support fire and medical emergency response.

If a fire alarm sounds, please listen to the public address system for instructions and information.

In the event of a fire or other emergency, an evacuation may be required. Locate a Stampede employee and follow their instructions to evacuate to the designated muster location. If no Stampede employee is present in your area, use the nearest safe exit away from the hazard and evacuate the building.

Fire extinguishers are clearly labelled with operating instructions. Follow the directions only if it is safe to do so and evacuate immediately afterward.

Muster point maps are available upon request. Do not re-enter the venue until authorized to do so.

6.4 FIRST AID

Guest safety is a top priority at the BMO Centre. Using the event risk matrix, your Event Manager provides recommendations and requirements for medical services for your event. The event risk matrix considers attendance, event size, demographics, security personnel onsite, and event activities.

Medical personnel may be booked through your Event Manager with Aaron Paramedical Services, our preferred medical supplier.

Your Event Manager will identify the nearest medical room and automated external defibrillator (AED) in your event space.

For immediate response, contact Stampede Emergency Dispatch - Phone: 403.261.0595

6.5 HAZARDOUS MATERIALS AND CONTROLLED PRODUCTS

Hazardous waste generated on-site must be stored and handled safely, using appropriate identification and clear safe handling instructions for all workers.

The BMO Centre manages all chemical handling in accordance with:

- [Alberta Occupational Health & Safety Code](#)
- Workplace Hazardous Materials Information System (WHMIS)
- Transportation of Dangerous Goods (TDG) regulations

WHMIS-controlled product classes include compressed gases, flammable and combustible materials, oxidizing materials, poisonous and infectious materials, corrosive materials, and dangerously reactive materials.

The following requirements apply at all times:

- Refueling of equipment is permitted only in designated, approved outdoor refueling areas. Operators must confirm approved locations with venue operations prior to refueling.
- Siphoning of fuel is not permitted anywhere on Stampede Park.
- All fuels must be stored outdoors in approved storage cages.
- The storage or use of any chemicals within public assembly areas requires prior written approval from Calgary Stampede Public Safety Department.

WHMIS regulations provide detailed information regarding hazardous material properties and safe handling procedures. If there is any uncertainty regarding approval for a controlled product at the BMO Centre, the applicable Safety Data Sheet (SDS) must be forwarded to your Event Manager for review and submission to the Public Safety Department.

6.6 PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) is required to protect the body from injury in accordance with the [Alberta Occupational Health & Safety Code](#).

All PPE must comply with current Occupational Health and Safety (OHS) requirements and be worn as required based on site-specific hazard assessments and applicable work activities.

6.7 SAFETY PERIMETER

Safety perimeter precautions must be taken to ensure no person is exposed to undue risk. Barriers, including but not limited to fences, tape, or pylons, must be used to mark the safety perimeter of work sites and operating equipment.

6.8 SHARPS AND BIOLOGICAL WASTE

The client is responsible for developing and implementing safe work procedures for the use, storage, handling, and disposal of medical sharps in accordance with the [Alberta Occupational Health & Safety Code](#).

Sharps containers must be provided and placed as close as reasonably practicable to the point of use. Sharps container supply and disposal services can be arranged by the BMO Centre at an additional cost through [Aaron Paramedical Services: Medical](#).

Biomedical waste includes:

- Contaminated sharps (e.g., needles, blades, scissors, or other sharp items that have come into contact with blood, body fluids, or microorganisms)
- Human or animal blood
- Cytotoxic material
- Human anatomical waste
- Animal waste
- Laboratory waste

6.9 SPECIAL EFFECTS

Special effects may include pyrotechnics, open flames, haze, confetti, and glitter.

Clients planning special effects for any portion of their event must receive prior written approval from the Calgary Fire Department and the Calgary Stampede Public Safety Department. Requests for approval must be submitted at least three (3) weeks prior to the event. Other requirements may include a Special Effects Permit, Fire Watch (security as required) approval, and a certificate of comprehensive general liability insurance.

Hazers and confetti guns require approval from the Calgary Stampede Public Safety Department and Fire Watch.

Additional fees may apply.

6.10 SPILLS

Any type of spill, such as water, paint, waste, etc. on Stampede Park poses a hazard and must be reported immediately to your Client Concierge to enable the appropriate clean-up response.

Prompt reporting is critical. Unreported or at-risk spills are subject to penalties and charge-back fees depending on the severity of the spill and the required cleanup or remediation.

6.11 VENUE AND STAMPEDE PARK SECURITY

The Calgary Stampede provides security services for the BMO Centre and Stampede Park through its Public Safety department. Your Event Manager is your primary contact for coordinating all security-related requirements.

The Event Organizer is responsible for crowd management, including maintaining safe entry and exit routes and engaging sufficient security personnel. You are also requested to identify a safety representative within your organization as the primary emergency contact with BMO Centre operations.

Security planning should begin at least thirty (30) days prior to your event.

6.11.1 Calgary Police Services

For special or higher-risk events, Calgary Police Service (CPS) presence may be required at the expense of the client. If your event requires police services, CPS Pay Duty officers must be booked with a minimum of fourteen (14) days' notice.

The number of officers required will be determined through a joint risk assessment conducted by the Event Organizer and the venue.

All requests for police services must be coordinated through your Event Manager, who will assist in assessing requirements, determining appropriate staffing levels, and facilitating booking arrangements.

6.11.2 Event Organizer Safety Representative

Event Organizers are requested to designate a member of their team as the onsite safety representative. This individual will serve as the primary point of contact for all health and safety matters during the event.

In most cases, the Event Organizer or a senior member of their team fulfills this role. A separate dedicated individual is not typically required.

The Safety Representative's information should be provided to your Event Manager prior to arrival through the confirmation of the Visitor Emergency Response Plan (VERP).

6.11.3 Crowd Management Personnel

Crowd management personnel may be required for events including concerts, high-attendance gatherings, or events where alcohol is served.

These services may be provided by the BMO Centre, through the Calgary Police Service, or by an approved third-party security provider.

Personnel requirements are determined through a risk assessment conducted collaboratively between the client and the venue.

6.11.4 Dispatch

Stampede Dispatch is a 24-hour emergency communications centre, responsible for alarm and CCTV monitoring.

In the event that an incident requires emergency assistance, Dispatch will notify and coordinate with police, fire, ambulance, and Park Security.

Contact Dispatch:

Emergency: 1.403.261.0595

Non-emergency: 1.403.261.0224

6.11.5 Emergency Preparedness

The BMO Centre is committed to developing and maintaining emergency response plans in coordination with the Calgary Fire Department and other relevant agencies.

In the event of an incident, the BMO Centre works with its emergency response partners to respond promptly, prioritizing the health and safety of guests and staff while minimizing impacts to the venue, events, and the environment.

Your Event Manager will provide a Visitor Emergency Response Plan (VERP) for review prior to your event, and it should be shared with your team in advance.

6.11.6 Event Security

Event Security at the BMO Centre is provided by the Calgary Stampede Public Safety team. Security services are arranged through your Event Manager.

BMO Centre Event Security personnel support access control, asset protection, and guest safety. They also assist with:

- Lost and found inquiries
- Lost child/guardian reunification
- First aid and medical calls
- Property damage reports
- Safety concerns
- Enforcement of AGLC regulations when alcohol is served
- Providing direction and assistance to guests

Security Team Leads oversee assigned security personnel during your event and serve as the designated first responders within your licensed space.

All Security Team Leads are trained in CPR and First Aid. Security personnel receive training in accordance with provincial legislation and established Emergency Response Procedures, including:

- Bomb threats
- Fire response
- Venue evacuation
- Medical response

Security staffing is required for:

- All events where alcohol is served
- Events utilizing loading docks
- Trade and consumer shows during move-in and move-out periods
- Large public gatherings

For trade and consumer shows, additional security may be required to protect the integrity of the venue during move-in and move-out, depending on event location and risk factors.

BMO Centre Security Management determines security staffing for move-in and move-out. Staffing levels must be maintained at or above that level.

Additional guards may be recommended or required based on the size, attendance, program elements, or risk profile of your event. Any additional staffing will be coordinated through your Event Manager. Additional fees will apply.

6.11.7 External Security Companies

Although the Calgary Stampede is the exclusive provider of security services, Event Organizers may, with approval from their Event Manager, hire an external security company to supplement in-house security services.

All external security providers must:

- Be properly licensed to operate in Alberta
- Comply with all BMO Centre security protocols and procedures
- Coordinate directly with the Calgary Stampede Public Safety team

A Calgary Stampede Security Team Lead must be present at all times to oversee and coordinate with any external security personnel working on-site.

The Event Organizer is responsible for providing an adequate number of security personnel based on the event's risk assessment and operational requirements. Staffing levels must meet or exceed the minimum number determined by the BMO Centre's Security Management team.

All costs associated with external security services are the responsibility of the client.

6.11.8 Park Security

The Calgary Stampede provides 24/7 Park Security across Stampede Park, including the BMO Centre. Park Security officers are highly trained security personnel. They protect venue and park assets, respond to incidents, conduct investigations, and document occurrences.

Park Security works closely with your Event Manager to ensure the safety and security of all guests, exhibitors, and staff during your event.

6.11.9 Video Surveillance or Closed-Circuit Television (CCTV)

Stampede Park provides 24-hour venue security, supported by CCTV cameras and alarm systems. Cameras monitor both interior and exterior public areas, and security personnel respond promptly to any identified issues.

The BMO Centre retains all video recordings.

6.12 VIP SECURITY

Calgary Stampede Park Security does not provide VIP security, personal escort, or bodyguard services.

If VIP security services are required, they must be arranged through an external contractor. Please contact your Event Manager and the Public Safety department to arrange and coordinate these services.

6.13 VISITOR EMERGENCY RESPONSE PLAN

Your Event Manager will provide a Visitor Emergency Response Plan (VERP) during the planning process. The VERP is developed in consultation with you to ensure all relevant contact information is accurately captured. Once completed, it should be shared with your team prior to the event.

The background features a large, stylized 'X' shape formed by overlapping geometric shapes. The left side of the 'X' is a solid red triangle. The right side is a white triangle. The central vertical bar of the 'X' is composed of a blue triangle on the left and a black triangle on the right, both overlapping the white triangle. The bottom of the 'X' is a red triangle that overlaps the black and blue triangles. The overall composition is dynamic and modern.

7. GETTING THERE

7. ABOUT CALGARY & GETTING HERE

Located in Western Canada within the province of Alberta, Calgary is a major transportation and business hub. Nestled in the foothills of the Canadian Rocky Mountains, the city offers a unique blend of rugged mountain landscapes, rolling prairies, and a vibrant urban skyline. As a key Western Canadian destination, Calgary is easily accessible from locations around the world.

7.1 TRAVELLING TO CALGARY

By Air

Calgary International Airport, with both domestic and international terminals, provides direct connections to major destinations across Canada, the United States, and internationally. The airport is located approximately 20 minutes from downtown Calgary.

By Car

Travelling to Calgary by car is convenient, with connections to several major highway systems.

7.2 TRAVELLING WITHIN CALGARY

Getting around Calgary is easy, with a variety of transportation options available to help you reach your destination and explore the city.

Calgary is divided into four quadrants—Northwest (NW), Northeast (NE), Southwest (SW), and Southeast (SE)—and is organized on a grid system with numbered streets and avenues. Numbered streets run north to south, while numbered avenues run east to west.

7.3 GETTING TO STAMPEDE PARK

Stampede Park is located on the southeast edge of downtown Calgary along MacLeod Trail S.E., between 12 Avenue S.E. and 25 Avenue S.E.

Its central location provides convenient access to drop-off and pick-up zones, parking, ride-hailing services, taxis, and Calgary Transit, including both the CTrain light rail system and bus routes.

7.3.1 Parking, entry points & site access

On-site parking at Stampede Park is managed and enforced by Calgary Parking, a third-party provider, through the ParkPlus program. More than 3,500 public parking stalls are available on-site. Payment can be made using the ParkPlus app or on-site pay machines with debit or credit cards; select machines also accept coin payment. Additional information regarding parking operations and enforcement is available through Calgary Parking's ParkPlus program.

Attendee drop-off and pick-up is available along 12 Avenue S.E. and 3 Street S.E., near the BMO Centre.

Public entrances to Stampede Park include:

- **25th Avenue Entry:** South end of Stampede Park at 25 Ave S.E. and 3 St S.E. ([map](#))
- **Stampede Trail Entry:** North end at 14 Ave S.E. and Stampede Trail S.E. ([map](#))
- **12th Avenue Entry:** North end at 12 Ave S.E. and 3 St S.E. ([map](#))
- **17th Avenue Entry:** West end at McLeod Trail S.E. and Flores LaDue Parade S.E. ([map](#))

The BMO Centre exhibitor entrance is located at the north end of the park and can be accessed via the 3A Street gate between Stampede Trail and 3 St S.E. on 13 Ave S.E. Exhibitor access for events in other venues on Stampede Park should be confirmed with your Event Manager.

Active Construction Notice: Construction related to the Saddledome replacement may result in intermittent closures of Stampede Trail entry points. Guests are encouraged to confirm current access routes prior to arrival. An interactive park map is available at [Culture + Entertainment Access Map](#)

7.3.2 Park Map

Refer to the [Park Map](#) for parking lots near all Calgary Stampede venues, the loading dock area, and more.

7.4 PUBLIC TRANSIT

Light Rail Transit (LRT) – CTrain

Stampede Park is conveniently located adjacent to two LRT stations on Calgary Transit's Red Line:

Victoria Park / Stampede Station

- North (downtown) side of Stampede Park
- Direct access to the BMO Centre and the Big Four Building

Erlton Station

- South end of Stampede Park
- Provides access to the south end of the park, including GMC Stadium

Passengers can board the CTrain using a valid transit pass or by purchasing a ticket at station fare machines. All fares must be validated prior to travel.

Public Buses

Calgary Transit bus service provides convenient access to Stampede Park, with multiple routes serving the surrounding area.

For detailed bus stop locations and route planning, refer to the [Calgary Transit](#) website. Calgary Transit accepts passes, tickets, and cash fares.

7.5 RIDESHARING AND TAXI ACCESS

General drop-off and pick-up for cars, taxis, and ride-hailing services are available near all venues on Stampede Park.

For ride-hailing services to the BMO Centre, use the following addresses for optimal access:

- **Main Entrance (Halls A1–C, Level 2, and Level 3):** 1912 Flores LaDue Parade S.E., Calgary, AB T2G 2W1
- **Palomino Entrance (Halls C–F):** 20 Roundup Way S.E., Calgary, AB T2G 2W1

When arranging a pickup or drop-off in your rideshare app, select your destination and vehicle type, then choose the appropriate BMO Centre pickup point from the available options before confirming your ride.



8. ADDITIONAL REFERENCES

8. ADDITIONAL REFERENCES

8.1 EVENT PLANNING TIMELINE

Timing is essential to delivering a smooth and successful event. Proactive planning helps ensure tasks are completed on schedule and reduces the risk of last-minute pressure.

Please refer to the timeline below for key milestones and suggested due dates for Event Organizers.

This chart is intended as a general planning guide, and timelines may be adjusted to align with the specific requirements of your event. Timeline expectations may vary based on the contract signing date, with events booked closer to the execution date requiring accelerated deadlines.

Timeline	Event Planning Milestones and Due Dates
6 to 18+ months	<ul style="list-style-type: none"> • Review space and date requirements with your Sales Manager • Review proposal and attend a site tour of the proposed space • Review and sign the license agreement, initial deposit due • Introduction to your assigned Event Manager
6 to 12 months	<ul style="list-style-type: none"> • Preliminary event details and floor plans discussed with your Event Manager • Event Manager reviews key dates and deadlines with you • Menus, order forms, and preferred supplier contact details provided • Required licenses and permits obtained
3 to 6 months	<ul style="list-style-type: none"> • Floor plans and/or rigging requirements submitted for approval • Requirements finalized for power, technology, room setup, ticketing, and transportation • Preferred and/or third-party provider requirements confirmed • Exhibitor online ordering opens • Move-in and move-out requirements detailed, including loading dock management plan
6 to 8 weeks	<ul style="list-style-type: none"> • Food and beverage requirements confirmed (meal tastings, selections, sampling forms, retail outlet needs, food truck activations) • Detailed security plan finalized • Event signage requirements and locations determined • Event cost estimate reviewed

Timeline	Event Planning Milestones and Due Dates
1 month	<ul style="list-style-type: none"> • Event programming and schedule confirmed • Accreditation samples provided to your Event Manager • Certificate of insurance submitted • Labour requirements provided (guest ambassadors, security, etc.) • Final food and beverage numbers due
14 business days	<ul style="list-style-type: none"> • Pre-event meeting conducted for final review of details
10 business days	<ul style="list-style-type: none"> • Advance pricing for exhibitor orders closes • Payment for estimated services is due • All event requirements confirmed (move-in/out schedules, programming, labour, assets, infrastructure, etc.) • Digital signage requirements due
First day onsite	<ul style="list-style-type: none"> • Introduction to your Client Concierge and handover of access cards • Event space walkthrough
Post Event	<ul style="list-style-type: none"> • Debrief meeting with your Event Manager and/or Client Concierge • Final walkthrough and return of access cards • Post-event survey sent via email • Final invoice issued within 10 business days, inclusive of any additional services or charges incurred beyond the estimated cost invoice. Payment is due within 30 days of receipt.

8.2 VENUE SPECIFICATIONS

8.2.1 Loading Docks Dimensions

Vehicle and/or equipment access must remain unobstructed, and the integrity of the venue must be maintained at all times. When driving loads into the venue, vehicles must pass through both an exterior and interior drive-through door. Be sure to identify the smallest height and width when calculating clearance.

Due to limited turning radii, vehicle length must also be considered to ensure safe access.

Contact your Event Manager for a current map showing venue access points for your assigned loading dock, as well as dimensions for other venues.

Loading dock overhead door dimensions table (spaces not listed do not have loading dock access):

Dock	Dock Level	Door	Height (feet-inch)	Width (feet-inch)	Height (metre)	Width (metre)
BMO Centre						
Dock 1	ground level loading	exterior door	14' 0"	19' 10"	4.26	6.04
Dock 2 & 3	dock level loading	-	10' 0"	8' 0"	3.04	2.43
Dock 4, 5, & 6	dock level loading	-	10' 0"	8' 0"	3.04	2.43
Dock 7	ground level loading	exterior door	16' 0"	19' 10"	4.87	6.04
Dock 8	ground level loading	exterior door	10' 0"	8' 0"	3.04	2.43
Dock 9, 10, 11, 12, 13 & 14	dock level loading	-	10' 0"	8' 0"	3.04	2.43
Dock 16, 17 & 18	dock level loading	-	9' 0"	8' 0"	2.74	2.43
Dock 19	ground level loading	exterior door	20' 0"	21' 0"	6.09	6.40
		interior door	13' 9"	13' 1"	4.19	3.98
Dock 20	ground level loading	exterior door	18' 0"	18' 0"	5.48	5.48
		interior door	10' 0"	13' 5"	3.04	4.08
Dock 22	ground level loading	exterior & interior door	20' 0"	20' 0"	6.09	6.09
Dock 23 & 24	dock level loading	-	9' 0"	7' 1"	2.74	2.15
Big Four Roadhouse						
North ramp	Grade of ramp 10%	interior door	10' 0"	12' 10"	3.04	3.91
South ramp	Grade of ramp 12%	interior door	10' 0"	12' 10"	3.04	3.91
Nutrien Western Event Centre						
Overhead A1	ground level loading	interior overhead doors	15' 8"	11' 8"	4.77	3.55
Overhead A2	ground level loading	interior overhead doors	15' 8"	15' 8"	4.77	4.77
Overhead A3	ground level loading	interior overhead doors	15' 8"	11' 8"	4.77	3.55

Dock	Dock Level	Door	Height (feet-inch)	Width (feet-inch)	Height (metre)	Width (metre)
Overhead 1	ground level loading	exterior overhead doors	15' 8"	16' 4"	4.77	4.97
Overhead 2	ground level loading	exterior overhead doors	15' 8"	11' 8"	4.77	3.55
Overhead 3	ground level loading	exterior overhead doors	15' 8"	11' 7"	4.77	3.53
Overhead 4	ground level loading	exterior overhead doors	15' 8"	15' 8"	4.77	4.77
Overhead 5	ground level loading	exterior overhead doors	15' 7"	15' 7"	4.74	4.74
Overhead 6	ground level loading	exterior overhead doors	15' 7"	15' 8"	4.74	4.77
Overhead 7	ground level loading	exterior overhead doors	15' 8"	11' 7"	4.77	3.53
Overhead 8	ground level loading	exterior overhead doors	15' 8"	11' 8"	4.77	3.55

8.2.2 Elevator Dimensions

When items are loaded into the building, they may need to be transported via elevator to access non-ground-level event spaces. Access must remain unobstructed, and the integrity of the venue must be maintained at all times. When using the venue’s elevators, be sure to identify the smallest height and width when calculating clearance.

Please refer to the elevator dimensions listed below for event setup and move-in/move-out requirements.

Elevator	Access to	Height (feet-inch)	Width (feet-inch)	Depth (feet-inch)	Height (metre)	Width (metre)	Depth (metre)	Weight Load (pounds / kilogram)
BMO Centre								
Overhead 7 Freight	Levels 2-3	10	9.5	22	3	3	6.7	20,000/9,000
Overhead 7 Service	Levels 2-3	8	4.5	8	2.4	1.4	2.4	5,000/2,268
Overhead 8 Freight	Levels 2-3	10	9.5	22	3	3	6.7	20,000/9,000
Overhead 8 Service	Levels 2-3	8	4.5	8	2.4	1.4	2.4	5,000/2,268
GMC Stadium								
North Freight	Levels 2-3-4-5	8.5	9	9	2.2	2.74	2.74	2,500/1,134
South Freight	Levels 2-3-4	7.5	5.5	6	2.2	1.6	1.8	2,500/1,134
Nutrien Western Event Centre								
East Freight	Level 2	7	6	8.5	2.1	1.8	2.2	2,500/1,134

8.2.3 Floor Load

Floor load refers to the amount of weight a structure’s floors can safely support, including both dead load and live load.

Floor load capacity is the maximum weight a floor is engineered to support over a given area. If the pressure exerted by a vehicle or equipment exceeds this capacity, damage to the floor or building structure may occur.

Please refer to the floor load capacities listed below for event setup and move-in/move-out requirements.

Space	Weight load (pounds per square foot lb/ft ²)	Weight load (kilograms per square metre kg/m ²)
BMO Centre		
Level 01 – Exhibit Halls		
Hall A1 & A2	350.0	1,708.8
Hall B, C, D, E & F	250.0	1,220.6
Palomino	250.0	1,220.6
Level 02 - Meeting Rooms / The Exchange		
Meeting Rooms	125	610.3
The Exchange	100	488.2
Level 03 - Ballroom		
Percheron Ballroom	250	1220.6
Champions Ballroom	150	732.4
Big Four Roadhouse		
Hall A, B & C	100.0	488.2

8.2.4 Room Dimensions

Below are the room dimensions for the main spaces. These serve as a useful reference when developing floor plans, room layouts, and setups.

Space	Width (in feet)	Length (in feet)	Height (in feet)	Useable Area (square feet)	Width (in metre)	Length (in metre)	Height (in metre)	Useable Area (square metres)
BMO Centre Exhibit Halls								
Hall A1	145.0	236.2	30.0	34,389	44.2	72.0	9.1	3,195
Hall A2	271.3	244.1	30.0	66,633	82.7	74.4	9.1	6,190
Hall B	174.0	273.0	29.5	47,608	53.0	83.2	9.0	4,423
Hall C	178.0	274.0	17.2	48,854	54.3	83.5	5.2	4,539

Space	Width (in feet)	Length (in feet)	Height (in feet)	Useable Area (square feet)	Width (in metre)	Length (in metre)	Height (in metre)	Useable Area (square metres)
Hall D	280.0	170.0	29.5	47,574	85.3	51.8	9.0	4,420
Hall E	280.0	172.0	35.0	48,270	85.3	52.4	10.7	4,484
Hall F	280.0	172.0	35.0	48,092	85.3	52.4	10.7	4,468
BMO Centre Ballrooms								
Palomino	78.6	147.4	15.5	12,000	24.0	44.9	4.7	1,115
Champions Ballroom	176.5	274.0	27.9	50,077	53.8	83.5	8.5	4,652
Percheron Ballroom	114.8	176.8	24.3	20,294	35.0	53.9	7.4	1,885
Big Four Roadhouse								
Hall A	190.0	185.5	22.5	30,750.0	57.9	56.5	6.9	2,856.8
Hall B	149.1	132.1	22.6	23,768.0	45.4	40.3	6.9	2,208.1
Hall C (lower)	337.3	129.2	11.4	55,263.0	102.8	39.4	3.5	5,134.1
Nutrien Western Event Centre								
Arena	125.2	246.7	43.3	27,795.0	38.2	75.2	13.2	2,582.2
Lower Concourse	53.2	61.8	18.0	46,123.4	16.2	18.8	5.5	4,285.0
Upper Concourse	27.7	12.6	11.6	26,336.0	8.4	3.8	3.5	2,446.7
Altalink Exhibit Hall	200.1	100.6	10.5	20,107.0	61.0	30.7	3.2	1,868.0
Rotunda	n/a	n/a	32.1	3,972.0	n/a	n/a	9.8	369.0
Other								
Community Park East	-	-	-	696,960	-	-	-	64,750
GMC Stadium	-	-	-	see floorplan	-	-	-	see floorplan

8.2.5 Room Capacity by Setup

Below are room capacities (based on number of persons) for common room setup styles.

Setup	Banquet 72" (rounds of 10)	Classroom 3 per 6 ft	Theatre	Reception	U-Shape	10 ft. x 10 ft. Exhibits
BMO Centre						
Level 01 – Exhibit Halls						
Hall A1	2,140	1,683	3,438	3,941	n/a	160
Hall A2	4,160	3,264	6,455	6,455	n/a	320
Hall B	2,970	2,331	3,665	3,665	n/a	220
Hall C	2,840	2,394	3,745	3,745	n/a	240
Hall D	2,970	2,331	3,600	3,600	n/a	220
Hall E	3,010	2,364	3,400	3,400	n/a	240
Hall F	3,000	2,355	3,772	3,772	n/a	240
Level 01 – Meeting Rooms						
Palomino 1/12 (A, B, C, F, G or H)	60	48	92	92	18	n/a
Palomino 1/4 (A-C or F-H or D or E)	180	147	282	282	30	n/a
Palomino 1/2 (A-D or E-H)	370	294	558	558	n/a	20
Palomino 3/4 (A-E or D-H)	560	441	840	840	n/a	40
Palomino A-H	740	588	1,000	1,000	n/a	40
110 or 111 or 112	20	21	34	34	6	n/a
110-111 or 111-112	50	45	62	62	n/a	n/a
110-112	80	69	96	96	n/a	n/a
113M	40	30	65	59	12	-
114M	60	48	98	91	20	-
115M	50	36	74	59	16	-

Setup	Banquet 72" (rounds of 10)	Classroom 3 per 6 ft	Theatre	Reception	U-Shape	10 ft. x 10 ft. Exhibits
113M-114M	110	81	163	150	30	-
114M-115M	120	84	172	150	30	-
113M-115M	160	117	238	260	30	-
116M	170	132	210	210	30	n/a
Level 02 - Meeting Rooms and The Exchange						
Level 02 - Meeting Rooms – Main Street						
203	80	63	126	126	24	n/a
204	80	63	122	122	24	n/a
205	80	66	128	128	24	n/a
206	20	15	27	27	6	n/a
207	10	12	29	29	4	n/a
208	70	57	94	94	20	n/a
209	90	78	147	147	28	n/a
210	100	81	156	156	30	n/a
211	100	81	155	155	30	n/a
209-210	200	159	303	303	n/a	n/a
210-211	200	162	311	311	n/a	n/a
209-211	300	240	458	458	n/a	20
212	100	78	143	143	30	n/a
213	100	78	141	141	30	n/a
214	100	81	157	157	30	n/a
215	100	81	155	155	30	n/a
216	90	78	148	148	28	n/a
214-215	200	162	312	312	n/a	n/a
215-216	200	159	303	303	n/a	n/a
214-216	300	240	460	460	n/a	20

Setup	Banquet 72" (rounds of 10)	Classroom 3 per 6 ft	Theatre	Reception	U-Shape	10 ft. x 10 ft. Exhibits
Level 02 - Meeting Rooms – The Exchange Neighborhood						
219	90	72	104	104	26	n/a
220	80	69	107	107	24	n/a
221	130	105	160	160	30	n/a
222	80	66	126	126	24	n/a
223	80	66	126	126	24	n/a
224	80	63	121	121	24	n/a
225	120	93	192	192	30	n/a
226	120	93	195	196	30	n/a
225-226	240	189	388	388	n/a	n/a
227	50	42	79	79	16	n/a
233	60	51	78	78	18	n/a
234	60	54	81	81	18	n/a
235	50	42	80	80	16	n/a
236	120	93	195	197	30	n/a
237	120	93	192	192	30	n/a
236-237	240	189	389	389	n/a	n/a
Brand Room	140	144	221	221	30	n/a
Level 01 - Meeting Rooms – Mezzanine						
113M	40	30	65	59	12	-
114M	60	48	98	91	20	-
115M	50	36	74	59	16	-
113M-114M	110	81	163	150	30	-
114M-115M	120	84	172	150	30	-
113M-115M	160	117	238	260	30	-
116M	170	132	210	210	30	n/a

Setup	Banquet 72" (rounds of 10)	Classroom 3 per 6 ft	Theatre	Reception	U-Shape	10 ft. x 10 ft. Exhibits
Level 02 - Informal Breakout Rooms						
201	10	12	26	26	4	n/a
202	10	9	22	22	4	n/a
217	20	15	30	30	6	n/a
218	20	15	29	29	6	n/a
228	n/a	3	8	10	n/a	n/a
229	n/a	3	8	10	n/a	n/a
230	n/a	3	8	10	n/a	n/a
231	10	12	23	23	4	n/a
232	20	18	23	23	6	n/a
Level 03 - Champions Ballroom						
Champions Ballroom A	1,450	1,143	2,043	2,043	30	100
Champions Ballroom B	500	396	725	725	30	40
Champions Ballroom C	1,160	912	1,673	1,673	30	80
Champions Ballroom A-B	1,960	1,542	2,768	2,768	n/a	140
Champions Ballroom B-C	1,670	1,308	2,398	2,398	n/a	120
Champions Ballroom	3,120	2,454	4,441	4,441	n/a	240
Level 03 - Percheron Ballroom						
Percheron Ballroom A	100	96	148	148	30	n/a
Percheron Ballroom B	100	81	147	147	30	n/a
Percheron Ballroom C	100	81	147	147	30	n/a
Percheron Ballroom D	100	78	148	148	30	n/a
Percheron Ballroom E	400	318	560	560	30	20
Percheron Ballroom F	100	96	147	147	30	n/a
Percheron Ballroom G	100	81	148	148	30	n/a
Percheron Ballroom H	100	81	148	148	30	n/a

Setup	Banquet 72" (rounds of 10)	Classroom 3 per 6 ft	Theatre	Reception	U-Shape	10 ft. x 10 ft. Exhibits
Percheron Ballroom I	100	78	147	147	30	n/a
Percheron Ballroom A-D	430	336	590	590	n/a	20
Percheron Ballroom F-I	430	336	590	590	n/a	20
Percheron Ballroom A- E or E-I	830	657	1,150	1,150	n/a	60
Percheron Ballroom	1,260	993	1,740	1,740	n/a	100
Big Four Roadhouse						
Hall A	1,920	1,506	2,489	2,489	576	140
Hall B	1,480	1,164	1,812	1,812	444	100
Hall AB (upper)	3,400	2,670	4,304	4,304	1,020	260
Hall C	3,450	2,706	2,358	2,358	1,034	260
Hall ABC (full)	6,850	5,376	6,662	6,662	2,054	520
Bar 1912 lower	65	-	n/a	230	-	-
Bar 1912 upper	48	-	65	65	-	-
Bar 1912 (full)	113	-	65	295	-	-
GMC Stadium						
Entire Venue	-	-	17,000	8,000	-	-
Level 1	-	-	400	2,850	-	-
Level 2	-	-	125	150	-	-
Level 3 - Ranahans	274	-	-	600	-	-
Level 4 - The Lazy S	150	-	-	896	-	-
Level 4 - Clubhouse	340	-	-	712	-	-
Tarmac	-	-	-	1,750	-	650
Infield Bleachers	-	-	1420	-	-	-
30X	-	-	-	182	-	-
Nutrien Western Event Centre						
Arena	n/a	n/a	n/a	2,612	n/a	n/a

Setup	Banquet 72" (rounds of 10)	Classroom 3 per 6 ft	Theatre	Reception	U-Shape	10 ft. x 10 ft. Exhibits
Lower Concourse	2,880	2,259	4,612	9,225	864	220
Upper Concourse	1,640	1,290	1,100	1,100	492	120
Altalink Exhibit Hall	1,250	984	1,885	1,885	376	100
Rotunda	-	-	-	60	-	-

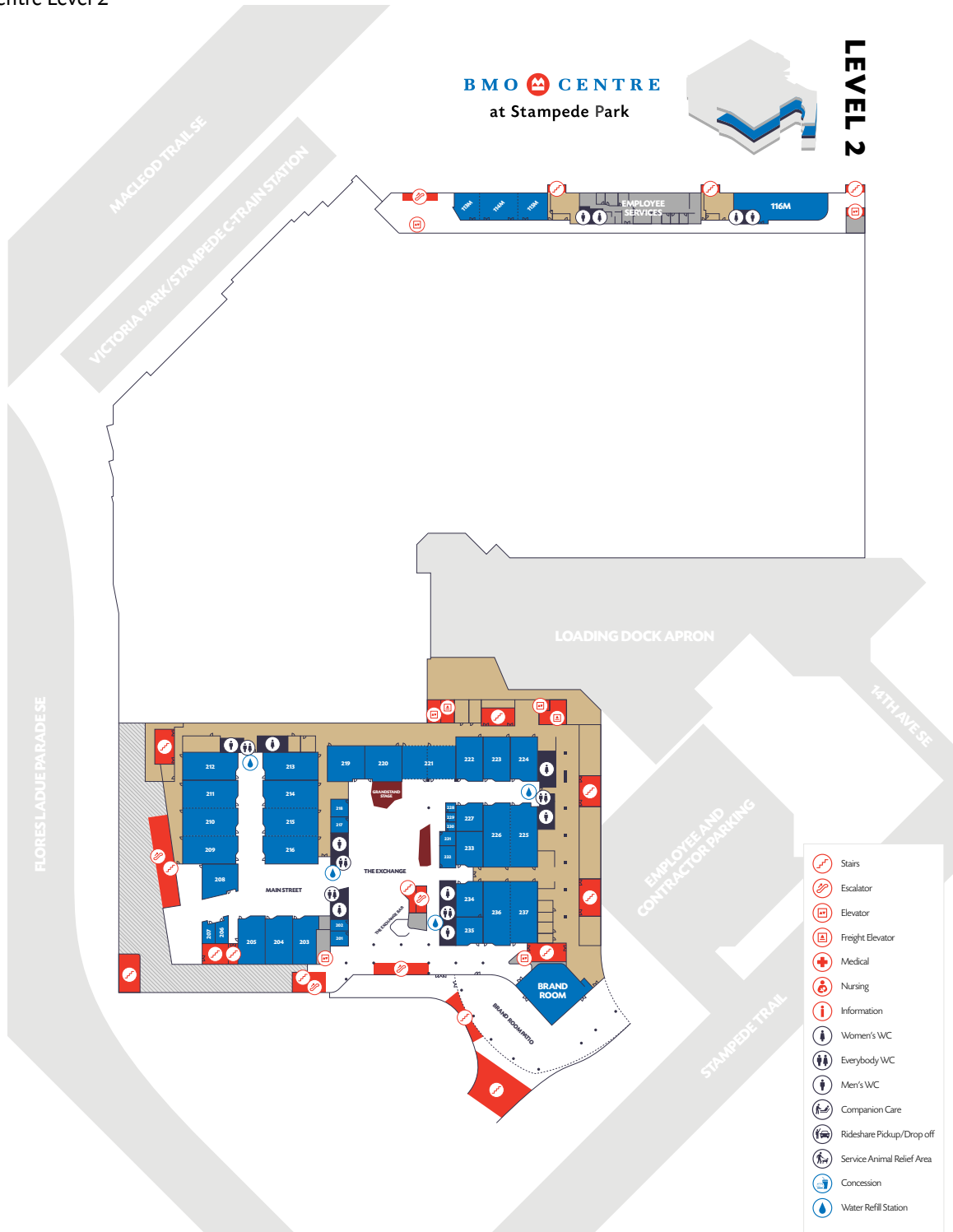
8.3 FLOOR PLANS

8.3.1 Floor Plans: BMO Centre

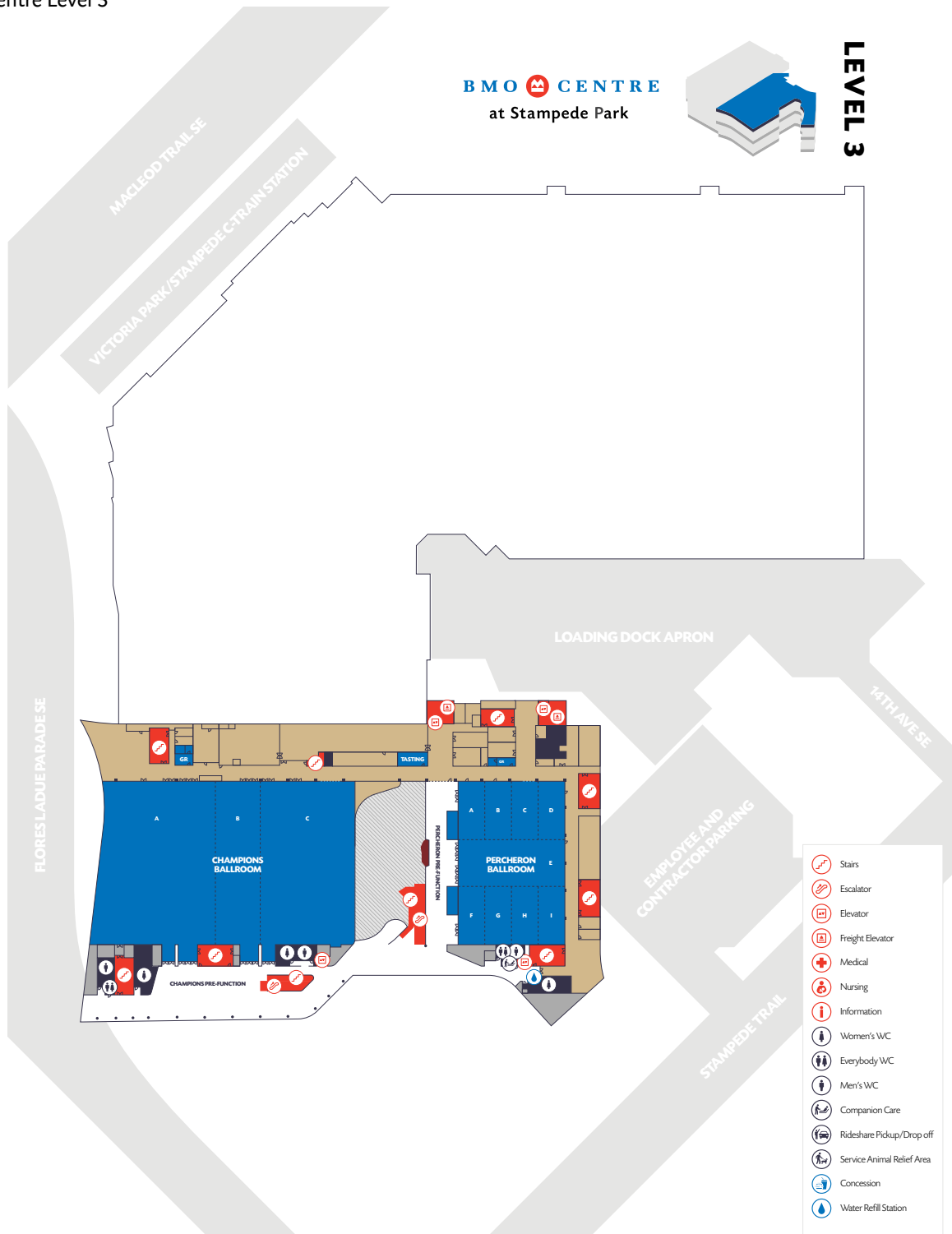
BMO Centre Level 1



BMO Centre Level 2

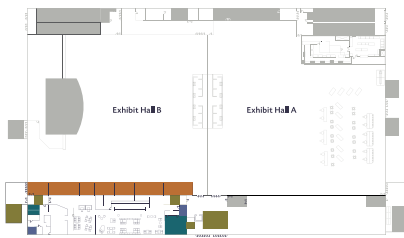


BMO Centre Level 3

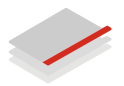


8.3.2 Floor Plans: The Big Four Roadhouse

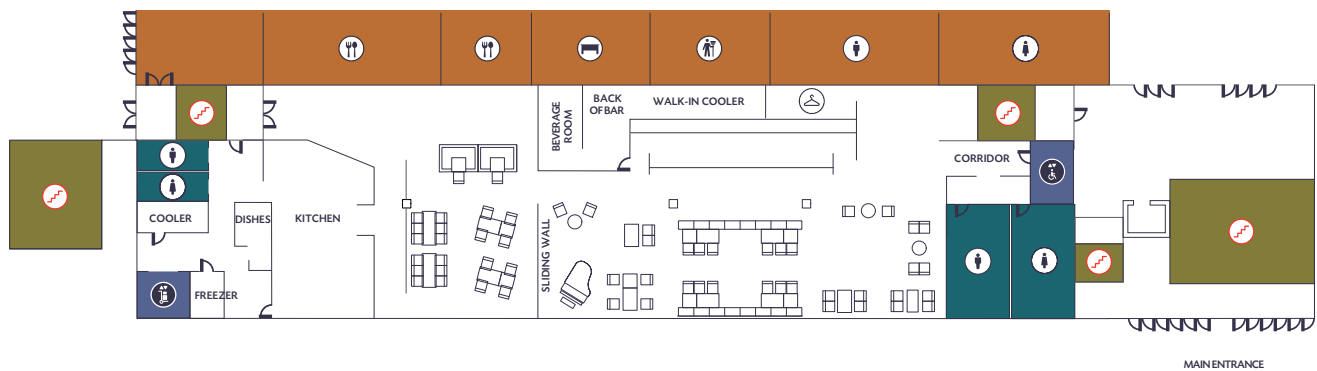
The Big Four Roadhouse Level 2 (upper level - main event space)



CS
Calgary Stampede
THE BIG FOUR ROADHOUSE
THE BIG FOUR BAR 1912



UPPER LEVEL

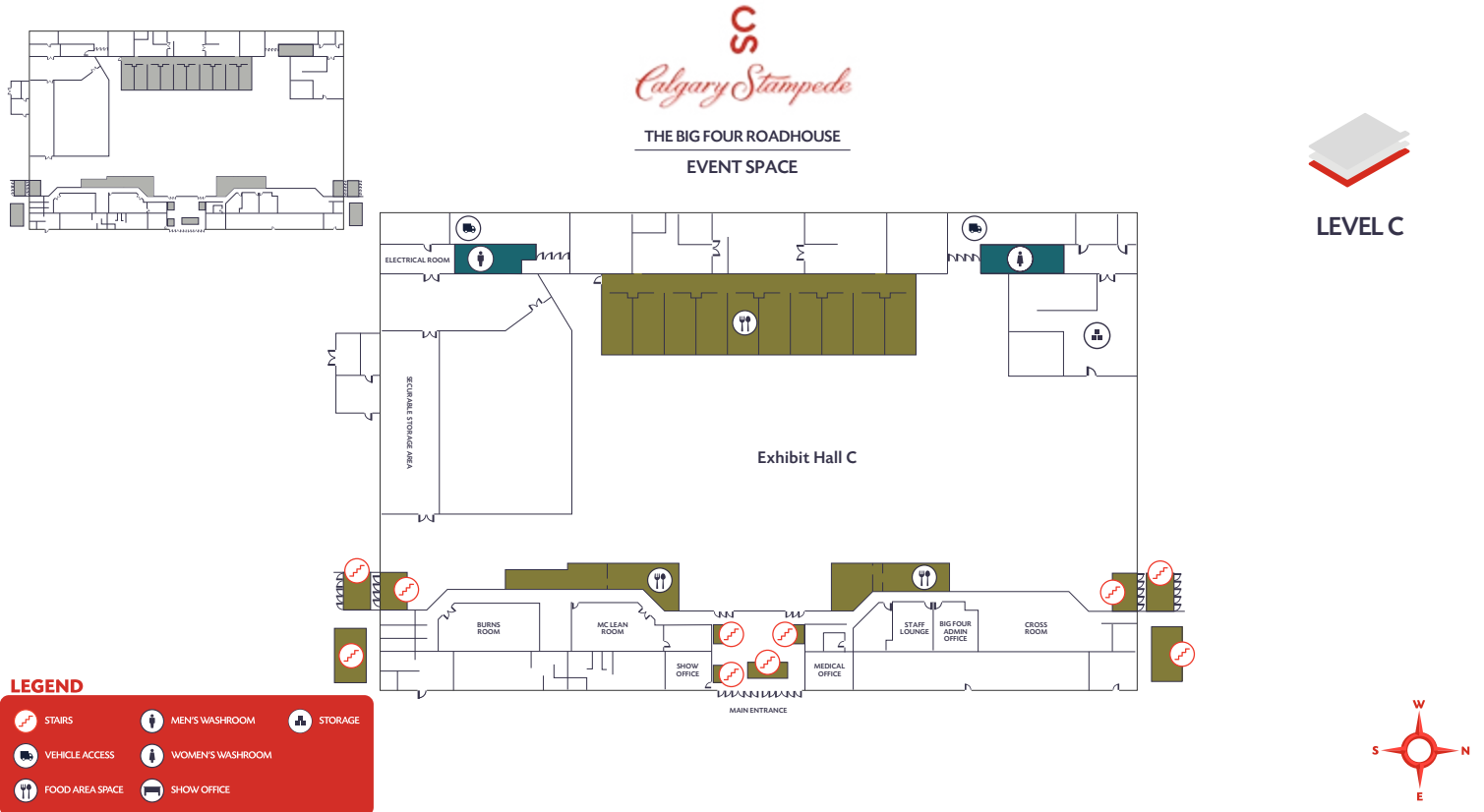


LEGEND

	STAIRS		COAT CHECK		MEN'S WASHROOM
	ACCESSIBILITY LIFT		CONCESSIONS		SHOW OFFICE B
	FREIGHT ELEVATOR		WOMEN'S WASHROOM		JANITOR

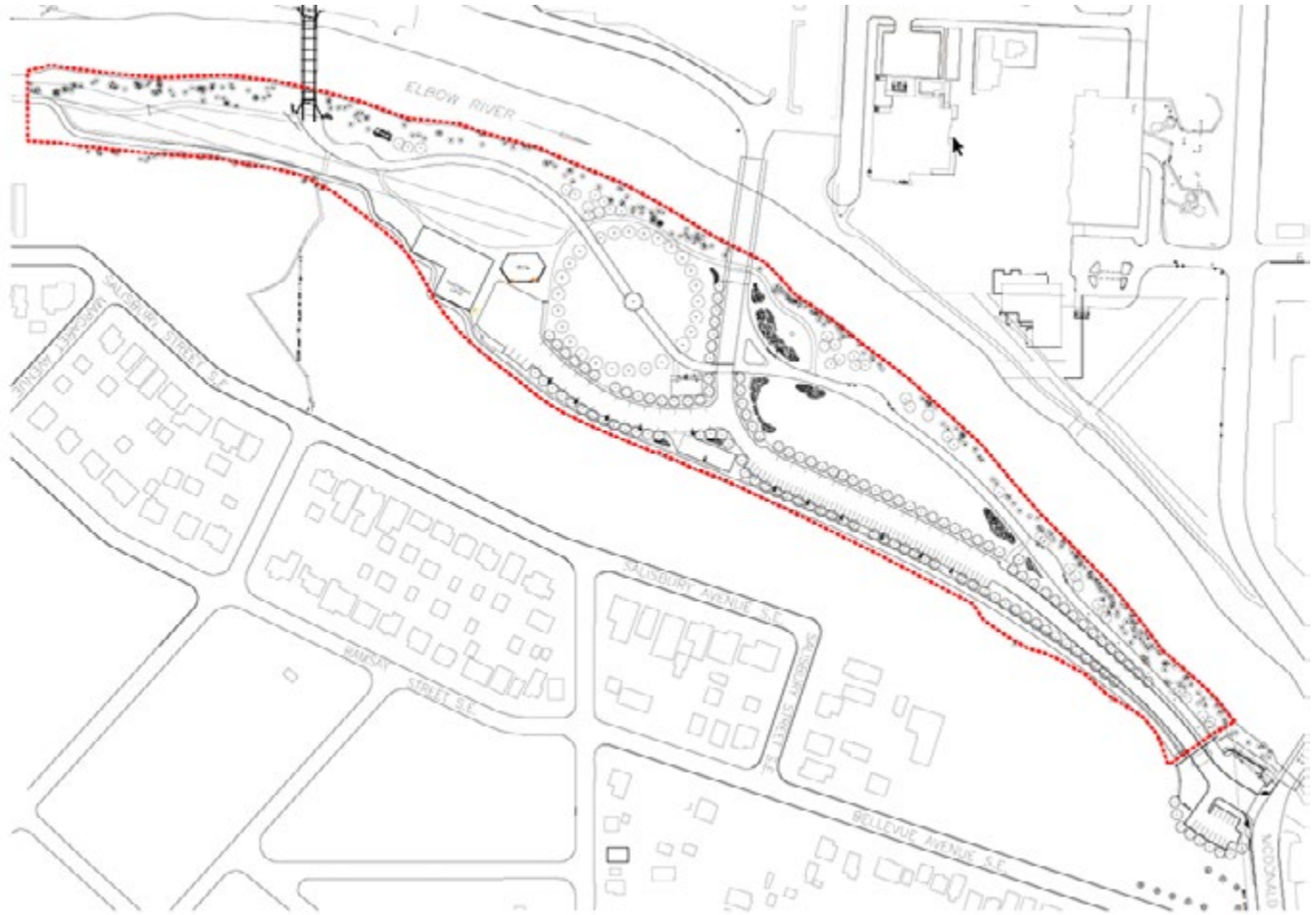


The Big Four Roadhouse Level 1 (lower level)



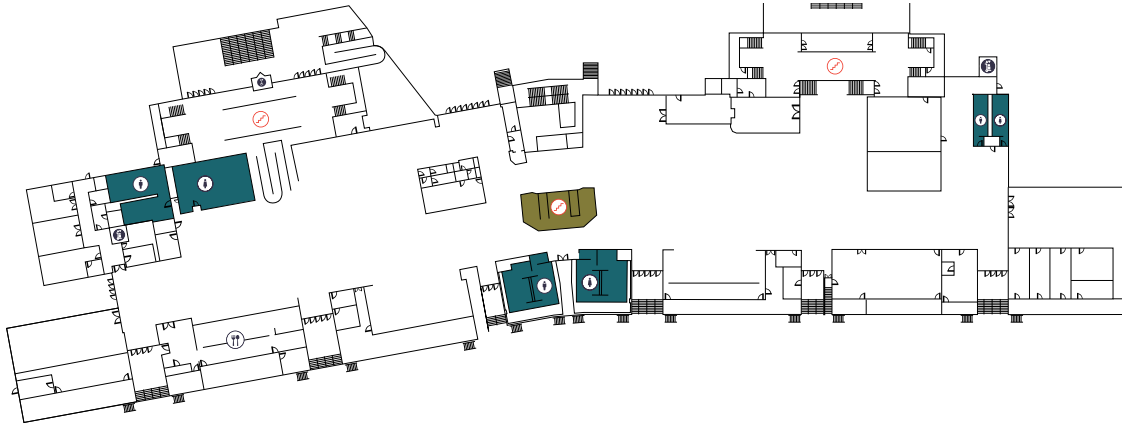
8.3.3 Floor Plans: Community Park East

Community Park East Outdoor Space



8.3.4 Floor Plans: GMC Stadium

GMC Stadium Main Level



GMC STADIUM
MAIN FLOOR

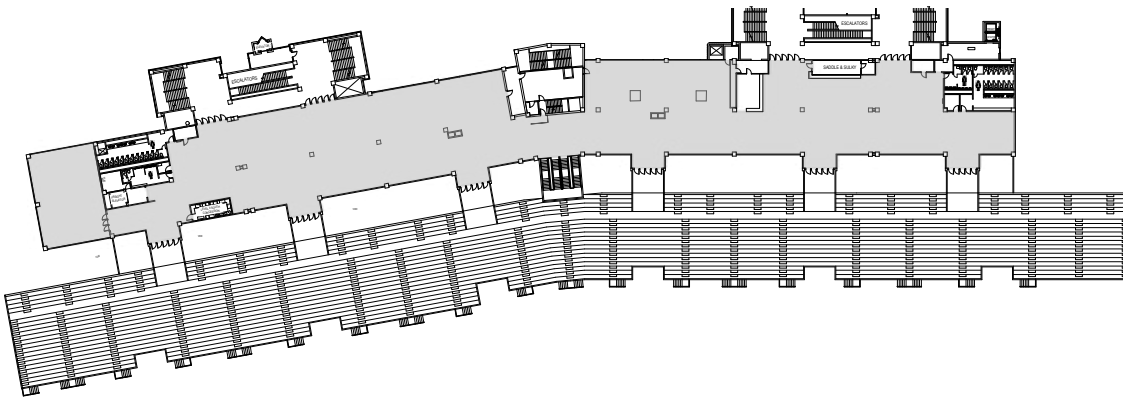


LEGEND

① WOMEN'S WASHROOM	☁ COAT CHECK	Ⓕ FREIGHT ELEVATOR
② MEN'S WASHROOM	☪ CONCESSIONS	♿ RAMP
③ ACCESSIBLE WASHROOM	🚪 JANITOR CLOSET	
④ ACCESSIBILITY LIFT	🏢 SHOW OFFICE	
⤴ STAIRS	🎤 STAGE	



GMC Stadium Level 2



GMC STADIUM
LEVEL II

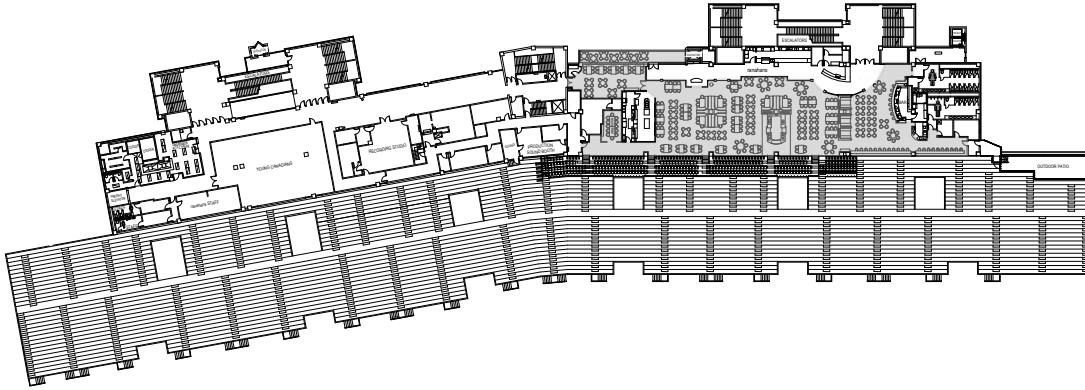


LEGEND

① WOMEN'S WASHROOM	☁ COAT CHECK	Ⓕ FREIGHT ELEVATOR
② MEN'S WASHROOM	☪ CONCESSIONS	♿ RAMP
③ ACCESSIBLE WASHROOM	🚪 JANITOR CLOSET	
④ ACCESSIBILITY LIFT	🏢 SHOW OFFICE	
⤴ STAIRS	🎤 STAGE	



GMC Stadium Level 3



GMC STADIUM
LEVEL III

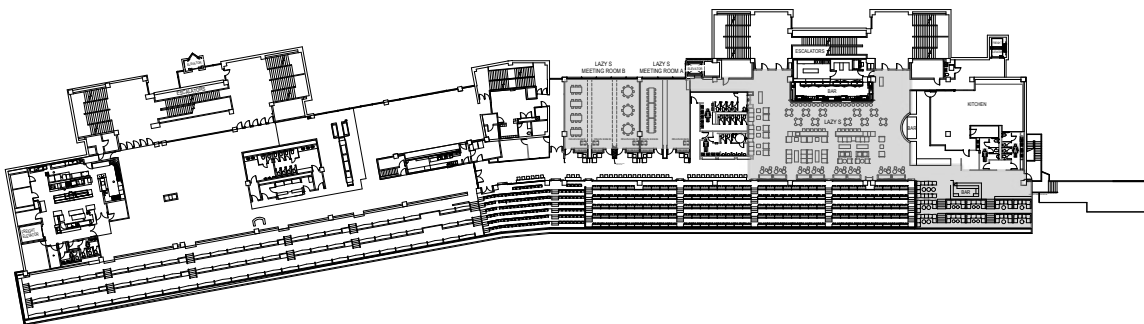


LEGEND

WOMEN'S WASHROOM	COAT CHECK	FREIGHT ELEVATOR
MEN'S WASHROOM	CONCESSIONS	RAMP
ACCESSIBLE WASHROOM	JANITOR CLOSET	
ACCESSIBILITY LIFT	SHOW OFFICE	
STAIRS	STAGE	



GMC Stadium Level 4



GMC STADIUM
LEVEL IV



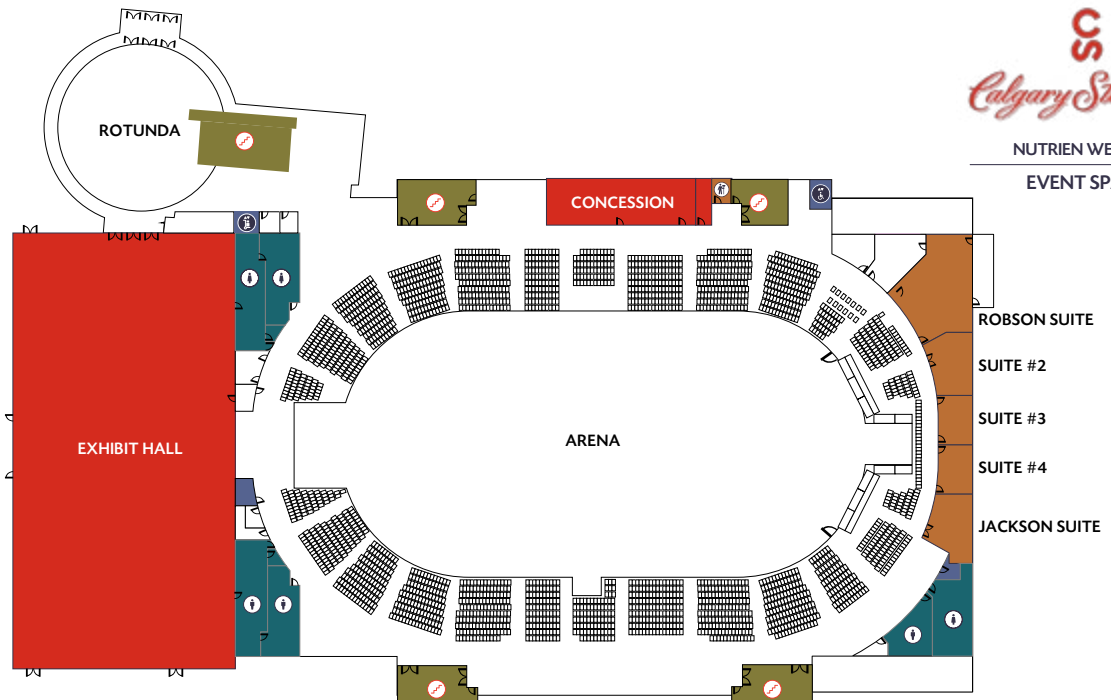
LEGEND

WOMEN'S WASHROOM	COAT CHECK	FREIGHT ELEVATOR
MEN'S WASHROOM	CONCESSIONS	RAMP
ACCESSIBLE WASHROOM	JANITOR CLOSET	
ACCESSIBILITY LIFT	SHOW OFFICE	
STAIRS	STAGE	



8.3.5 Floor Plans: Nutrien Western Event Centre

Nutrien Western Event Centre Arena



NUTRIEN WESTERN
EVENT SPACE

LEGEND



8.4 TERMS AND DEFINITIONS

The following terms and definitions are used throughout this Event Planning Guide and are listed here for reference.

Term/Abbreviation	Definition
ACP (Advanced Care Paramedics)	Paramedics with advanced medical training, who provide emergency medical care when required during events.
AED (Automated External Defibrillator)	A portable medical device used to deliver an electric shock to help restore a normal heart rhythm during sudden cardiac arrest.
AEDARSA (Alberta Elevating Devices and Amusement Rides Safety Association)	Provincial organization that oversees the installation, inspection, and safety compliance of elevating devices, amusement rides, and passenger ropeways in Alberta.
AGLC (Alberta Gaming, Liquor and Cannabis)	Provincial authority responsible for regulating liquor, cannabis, and gaming activities in Alberta.
AHS (Alberta Health Services)	Provincial health authority responsible for public health and safety regulations that may apply to events.
Air Wall	A movable wall panel used to divide a larger room into smaller meeting or event spaces.
Ambassador	Event staff who assist with guest services, including ushering, ticket-taking, access control, directing attendees, and responding to guest inquiries.
Attendee	A person attending an event who is not the Event Organizer, Exhibitor, or event personnel.
AV (Audio-Visual)	Equipment and services used for sound, lighting, video, and presentations during events.
BMO Centre / The Centre	Venues managed by Calgary Stampede Event Management, including the BMO Centre, Big Four Roadhouse, Rotary House, Nutrien Western Event Centre, GMC Stadium, Enmax Park, and outdoor spaces on Stampede Park.
CCTV (Closed-Circuit Television)	Video surveillance system used for monitoring public areas and supporting venue security.
CFD (Calgary Fire Department)	Municipal authority responsible for fire prevention, safety compliance, and emergency response within the City of Calgary.
Client / Event Organizer	The individual or organization that contracts space from the BMO Centre to host an event. The Client or Event Organizer is the primary contact for the Sales and Event Management team and is responsible for ensuring compliance with applicable legislation, permits, and venue policies.
COD (Cash on Delivery)	The payment method in which payment is made at the time goods or services are delivered.

Competitors	Participants in western competitions such as rodeos or other sanctioned events held on Stampede Park.
CPS (Calgary Police Service)	Municipal police service responsible for law enforcement and public safety in Calgary.
CRTC (Canadian Radio-television and Telecommunications Commission)	Federal agency responsible for regulating broadcasting and telecommunications in Canada.
CT (Calgary Transit)	Public transit system serving the City of Calgary, including bus and CTrain services.
Draping	The use of fabric panels or curtains to transform a venue space, conceal structures, or create decorative backdrops.
Entandem	A joint venture between SOCAN and RE:SOUND that simplifies music licensing. Events that use live or recorded music may require an Entandem license, and associated fees may apply to the Event Organizer.
Exclusive Supplier	A supplier designated by Calgary Stampede as the sole provider of specific services on Stampede Park. Alternate providers are not permitted.
Exhibitor	A company or individual who purchases or is assigned exhibit space by the Event Organizer and displays products or services during an event.
Exhibitor Concierge	A support team that assists Exhibitors throughout the event, including move-in, setup, and move-out coordination.
Exhibitor Services Order Form Package	An online ordering system provided by the BMO Centre’s Exhibitor Services team that allows Exhibitors to request services required for booth setup and event participation.
GBACSTAR (Global Biorisk Advisory Council STAR Accreditation)	An accreditation program that verifies the Calgary Stampede follows best practices for cleaning, disinfection, and infectious disease prevention.
Guest	An individual who attends an event, typically by invitation or ticket. A Guest may also be referred to as an Attendee.
HIAC (Hazard Identification, Assessment, and Control)	A safety process used to identify hazards, assess risk, and implement controls to reduce workplace incidents.
Licensee	Another term for the Event Organizer who holds the license agreement to occupy space within the venue.
LMS (Logistics Management System)	The online scheduling system provided through Voyage Control™ used to coordinate loading dock access and move-in/move-out times.
LRT (Light Rail Transit)	Calgary’s CTrain rail transit system operated by Calgary Transit.
OB (Outside Broadcasting)	Broadcasting activities conducted outside a traditional studio environment, typically for live events or remote production.

OHS (Occupational Health and Safety) Provincial legislation that governs workplace safety practices in Alberta.

Organizer	A person or company responsible for planning and managing an event, often on behalf of the Client.
PCP (Primary Care Paramedics)	Paramedics trained to provide front-line emergency medical care during events.
PPE (Personal Protective Equipment)	Safety equipment worn to reduce exposure to workplace hazards, such as gloves, helmets, eye protection, or high-visibility clothing.
Preferred Supplier	A supplier recommended by Calgary Stampede for specific services. Event Organizers may use alternate providers, though additional coordination or charges may apply.
PSAV	Former company name for Encore, the venue’s audio-visual service provider.
SDS (Safety Data Sheet)	A document that provides safety information about hazardous materials, including handling, storage, and emergency procedures.
SICO	Manufacturer of staging, risers, and crowd control equipment commonly used for concerts and events.
Show Services	Display company hired by the Event Organizer to set up and support the event floor. Show services providers typically supply pipe and drape, carpet, and other booth infrastructure. For larger events, they may also manage freight receiving, material handling, and marshalling during move-in and move-out.
Staging	The preparation and arrangement of equipment, structures, and presentation elements required for an event.
TDG (Transportation of Dangerous Goods)	Federal regulations governing the safe transportation of hazardous materials in Canada.
VERP (Visitors Emergency Response Plan)	The Calgary Stampede emergency response framework used to coordinate safety procedures for visitors during incidents.
Voyage Control™	An online logistics management system used by Event Organizers, Suppliers, and Exhibitors to reserve loading dock time slots during move-in and move-out.
WHMIS (Workplace Hazardous Materials Information System)	Canada’s national system for communicating information about hazardous workplace materials through labels, SDS documentation, and worker education.

8.5 CONTACT LIST

General Inquiries

- Email: events@calgarystampede.com
- Phone: 1.403.261.0531

Exhibitor and Contractor Entrance

- Access: North entry via Stampede Trail and 13 Ave S.E.
- Location: East side of the BMO Centre near Loading Dock Door 16 ([map link](#))

Parking Access – Stampede Park

There are four primary entry points to access parking lots:

- South Entry: 25 Avenue & 4 Street S.E. ([map link](#))
- North Entry (Palomino): 12 Ave & 3 St. S.E. ([map link](#))
- North Entry: Stampede Trail & 14 Ave S.E. ([map link](#))
- West Entry: 17th Ave S.E. & Flores LaDue Parade S.E. ([map link](#))

Exhibitor Services Team

- Email: exhibitorservices@calgarystampede.com
- Phone: 1.403.261.0377
- Exhibitor Order Portal: www.calgarystampede.com/eventorders

Lost and Found

- Location: Big Four Building Office, Upper Level, North Side
- Email: lostandfound@calgarystampede.com
- Phone: 1.403.261.9347

Stampede Dispatch – 24-Hour Emergency Communications Centre

- Emergency: 1.403.261.0595
- Non-Emergency: 1.403.261.0224

Shipping and Receiving

Address for Shipments:
BMO Centre
1912 Flores LaDue Parade S.E.
Calgary, AB T2G 2W1

Note: Ensure all shipments are correctly labeled with the event name, event dates, and your contact information.

