NEXT
FOODSERVICE + HOSPITALITY EXPO

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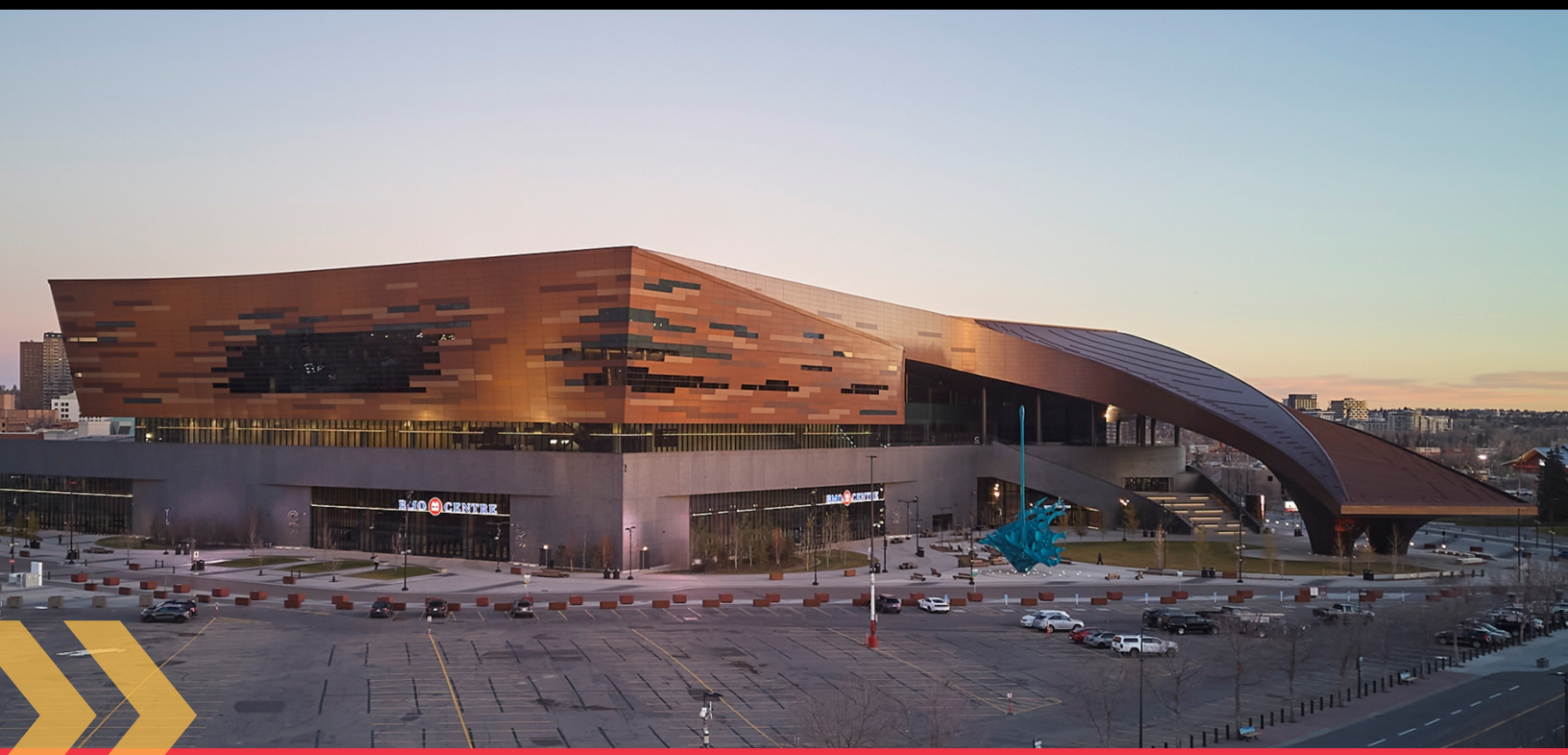
SEPT 13-14, 2026
BMO CENTRE
CALGARY



Exhibitor Guidelines

Unlock Growth in Western Canada

NEXTFoodExpo.com

@NEXTFoodExpo

Contents

1) Important Contacts 2
2) Important Dates & Deadlines 2
3) Exhibit Hall Hours 3
4) Exhibitor Desks 3
4.1 Exhibitor Desk – Show Management 3
4.2 Exhibitor Concierge – Calgary Stampede 3
4.3 Exhibitor Desk – GES 3
5) Exhibitor – Access 3
5.1 Access – Exhibit Hall 3
5.2 Exhibitor Back-of-House (BOH) 4
6) Exhibitor – Inclusions 4
5 4
6.1 Inclusions 4
7) Shipping, Deliveries, & Storage 4
7.1 Advanced Shipping to Warehouse 4
7.2 Direct Shipments to Venue 5
8) Move-in Procedures 5
8.1 Move-in 5
8.2 Exhibitor Parking 6
8.3 Restocking / Replenishment 6
8.4 Dollies 6
8.5 Inspection 6
9) Exhibit Regulations 7
9.1 General Exhibitor & Housekeeping Rules 7
9.2 General Safety 7
9.3 Floorplans 7
9.4 Flooring 7
9.5 Draping 7
9.6 Tents/ Canopies / Covered Booths 8
9.7 Decorative Material 8
9.8 Signage / Banner Hanging 8
9.9 Height 8
9.10 Sound 8
9.11 Lights 8
9.12 Fog/Smoke Machines 8
9.13 Distribution of Informational Handouts 9
9.14 In-booth Storage 9
9.15 Waste 9
9.16 Damages 9
10) Sampling Food, Beverage, and Liquor Regulations 9
11) Insurance 9
11.1 Coverage 9
12) Move-out Procedures 10
13) Code of Conduct 10

1) Important Contacts

NEXT Expo Inc. – Show Management			
TITLE	**NAME**	**EMAIL**	**PHONE NUMBER**
Director Sales & Show Management	Edwin Cabural	edwin@nextfoodexpo.com	647-533-0385
Director of Operations	Jay Ro	jayro@nextfoodexpo.com	587-837-5297

Suppliers – Additional Services					
SUPPLIER TYPE	**COMPANY**	**ONLINE FORM**	**ONSITE LOCATION**	**EMAIL**	**PHONE NUMBER**
Show Decorator, Shipping & Customs, Material Handling	GES	Expresso by GES	Back of Hall B	edmonton@ges.com	780-469-7767
Electrical and Lighting, Internet, Telecommunication Services, Sign and Banner Hanging, Plumbing, Natural Gas, Food and Beverage Rentals	Calgary Stampede Exhibitor Services	Exhibitor Service Center	N/A	exhibitorservices@calgarystampede.com	403-261-0377
Audio Visual and Rigging Services	Encore		N/A	BMOCentresales@encoreglobal.com	N/A
Onsite Concierge for pre-ordered Calgary Stampede Services	Calgary Stampede Exhibitor Concierge	N/A	Back Concourse – Behind Hall B	exhibitorservices@calgarystampede.com	587-433-5653
Loading Dock Management System	Calgary Stampede – Voyage Control	N/A	Access Control Booth – Behind BMO Centre	vcsupport@calgarystampede.com	403-261-0159

2) Important Dates & Deadlines

DATE	DESCRIPTION
July 13	Final payment due
July 13	Floorplans due to Show Management (if exhibit is 20’ x 20’ or greater)
August 5	Advance shipments may begin
~August 7	Move-in information sent out to exhibitors
August 14	Certificate of Insurance due
August 28	Exhibitor Services advance rate discount deadline – Calgary Stampede
August 31	Advance price deadline – GES
September 4	Last day for advance shipments
September 13 – 14	Show

3) Exhibit Hall Hours

Important Hours – BMO Hall B/C				
	FRIDAY	**SATURDAY**	**SUNDAY**	**MONDAY**
	September 11	**September 12**	**September 13**	**September 14**
Move-in / Setup / Restock	12:00 PM – 8:00 PM	11:00 AM – 7:00 PM	8:00 AM – 10:00 AM	8:00 AM – 10:00 AM
Show Hours	-	-	10:00 AM – 4:00 PM	10:00 AM – 4:00 PM
Mixer Event @ Brand Room	-	-	4:00 PM -7:00 PM	-
Dismantle / Move-out	-	-	-	4:00 PM -11:59 PM

4) Exhibitor Desks

4.1 Exhibitor Desk – Show Management

The Show Management Exhibitor Desk will be located in the back of BMO Hall B. The desk will be available to pick up exhibitor badges and to assist exhibitors with any inquiries. Operating hours are as follows:

Friday	September 11	12:00 PM – 8:00 PM	Back of Hall B
Saturday	September 12	11:00 AM – 7:00 PM	Back of Hall B
Sunday	September 13	8:00 AM – 4:00 PM	Back of Hall B
Monday	September 14	8:00 AM – 5:00 PM	Back of Hall B

4.2 Exhibitor Concierge – Calgary Stampede

The Calgary Stampede's Exhibitor Services Desk and Concierge will be located in the back concourse, behind BMO Hall B. This desk will be available to support any pre-ordered services ordered from the Calgary Stampede. Please contact the onsite Exhibitor Concierge regarding any pre-ordered services at 587-433-5653.

4.3 Exhibitor Desk – GES

The GES Exhibitor Desk will be located in the back of BMO Hall B. The desk will be available to support any pre-ordered services ordered from GES. Operating hours are as follows:

Friday	September 11	12:00 PM – 8:00 PM	Back of Hall B
Saturday	September 12	11:00 AM – 7:00 PM	Back of Hall B
Sunday	September 13	8:00 AM – 11:00 AM	Back of Hall B

5) Exhibitor – Access

5.1 Access – Exhibit Hall

All exhibitor personnel must display official exhibitor badges at all times. Exhibitor badges are required for all personnel staffing your booth. Access is strictly prohibited for individuals without proper credentials. Exhibitor badges will be available at the Exhibitor Desk, located in the back of BMO Hall B. All personnel must be 18 and above, including setup/dismantle staff.

5.2 Exhibitor Back-of-House (BOH)

- All exhibitors' sampling food are welcome to use the centralized Exhibitor BOH provided by Show Management.
- The Exhibitor BOH contains:
  - Hand sanitizer
  - A triple sink with water heater
  - Liquid soap
  - Single-use towels
  - Waste stations
  - Additional storage
  - Cooler
  - Freezer

Figure 1 – Exhibit Hall floorplan subject to change

6) Exhibitor – Inclusions

6.1 Inclusions

Exhibitor registration includes:

- One 8' skirted table, 2 chairs, 1 wastebasket, 8' tall pipe & drape back wall with 3' side walls (6' table for Startup Booth)
- 4 Exhibitor badges (2 additional badges per booth ordered)
- 10 General admission tickets ($450 value) to share with clients or staff. Additional 5 tickets per booth
- 2 Mixer Event tickets to our exclusive networking function. Additional 1 ticket per booth ordered
- Basic electrical access (for laptops, phones, etc. Special equipment power requirements extra)
- Access to central dishwashing and waste stations
- Basic Wi-Fi

7) Shipping, Deliveries, & Storage

7.1 Advanced Shipping to Warehouse

Please address all shipments to GES Advanced Warehouse as follows:

GES c/o O.N.E. Transport Group
NEXT Food Expo
(Exhibiting Company Name), Booth # _____
7115 48 Street SE #18
Calgary, Alberta T2C 5A4
Canada

Shipments should arrive on or between business days:

- Wednesday, August 5, 2026 – Friday, September 4, 2026

Warehouse receiving hours are:

- Monday – Friday from 8:30 AM – 4:00 PM; closed on holidays.

Shipments arriving before Wednesday, August 5, 2026 will incur a storage fee, and shipments arriving after Friday, September 4, 2026 will incur a late to warehouse fee.

7.2 Direct Shipments to Venue

Please address all shipments to the venue as follows:

GES c/o *NEXT Food Expo*
(Exhibiting Company Name), Booth # _____
BMO Centre, Stampede Park
1912 Flores LaDue Parade SW
Calgary, Alberta T2G 2W1
Canada

Shipments should arrive on:

- Friday, September 11, 2026 from 12:00 PM – 8:00 PM
- Saturday, September 12, 2026 from 11:00 AM – 7:00 PM

If you are shipping perishable items that require immediate cooler or freezer, please indicate on your shipment with a destination label, located here (in addition to the above Direct Shipments to Venue label). Note that show management and GES will not separate your shipments. Destination labels should be placed on full packages and not on portions of a total package or pallet.

8) Move-in Procedures

8.1 Move-in

The exhibitor entrance is located on the north end of Stampede Park at the 3A Street gate, located between Stampede Trail and 3 St. S.E. on 13th Ave. S.E.

Move-in will be managed by the Calgary Stampede's Voyage Control system. Voyage Control is a software booking system that will schedule and direct you to the nearest loading dock in relation to your exhibitor booth location. Each exhibitor will be assigned a unique move-in time to reduce congestion and ensure a smooth move-in experience for all.

A separate communication will be sent to all exhibitors approximately 4 weeks prior to show regarding how to book your move-in time in Voyage Control. All Exhibitors that have third party contractors, delivery companies, and/or display houses working on your behalf must be scheduled through voyage control to gain access to the Exhibit Hall in a timely manner for your setup. Failure to schedule through Voyage Control may delay your move-in until an available time slot becomes available.

If you require support to help with website issues, booking problems, etc. while in the Voyage Control booking process, please contact BMO Centre Voyage Control support by emailing vcsupport@calgarystampede.com.

Do not move in through the front doors unless what you're bringing is small, approximately carry-on sized.

8.2 Exhibitor Parking

Parking at the Calgary Stampede is now managed by Calgary Parking. Exhibitors can pay upon arrival using one of the following payment options:

- **MyParking App:** Pay quickly and effortlessly using your smartphone.
- **Virtual Pay Machine:** Visit vpm.parkplus.ca to pay online from your device.
- **On-Site Pay Machines:** Pay at one of the machines located throughout Stampede Park.

Parking Rates

- Stampede Park Lots: Flat rate of $18 per day.
- 11th Avenue Parking Lot: Flat rate of $12 per day, just a 7-minute walk from the BMO Centre.

View the Parking Map here. For additional questions related to parking, contact our Parking Office at 403-261-0153.

Figure 2 – Stampede Park Parking Map

8.3 Restocking / Replenishment

Exhibitors who need to replenish stock to their booth from their vehicles during show hours must be scheduled in Voyage Control. Please visit the Voyage Control booth, located at the access control booth to attain a ticket to access the loading apron and dock area.

Bulk restocking should take place prior to show opening. Please note that dollies and pallet jacks are allowed in the exhibit hall during move-in and move-out hours but not during show hours. If you are restocking during show hours, hand carts must be used in order to maintain the safety of our guests.

8.4 Dollies

Limited amount of dollies will be provided by Show Management during move-in and move-out. Dollies will be available to borrow at our Official Show Decorator, GES, at their service counter located in the back of Hall B.

8.5 Inspection

- We understand that during move-in and restock, unloading of equipment may overflow into aisles. Please note that the exhibit hall, and all exhibitors within the exhibit hall, must be ready 1 hour prior to show open.
- 1 hour prior to show open, Show Management will be inspecting the exhibit hall to ensure aisles are clear, health and safety regulations are being met, and all exhibitors are ready.
- All exhibitors are subject to inspection against Calgary Fire Department (CFD), Alberta Health Services (AHS), Alberta Gaming, Liquor and Cannabis Commission (AGLC), and the Calgary Stampede regulations and standards.

9) Exhibit Regulations

9.1 General Exhibitor & Housekeeping Rules

- Keep all displays within your allocated premises and avoid disruption or inconvenience to other exhibitors or attendees
- Ensure that your exhibit is in pristine and presentable condition during show hours
- Your exhibit must always be operational and appropriately staffed during show hours
- Leave the premises in the same condition as it was received
- Exhibits must be ready 1 hour prior to show open
- Do not place items beyond your allotted exhibit space
- You are responsible for keeping your exhibit safe for all
- Place trash and recycling in all appropriate receptacles

9.2 General Safety

- Exhibitors are responsible for ensuring the safety and structural integrity of their exhibit, including all associated materials, equipment, displays, products, and staff within your exhibit space.
- All materials, displays, and products within your exhibit space must be safe, stable, and resistant to collapse and fire.
- All exhibits must comply with applicable regulations and standards set forth by the Calgary Fire Department (CFD), Alberta Health Services (AHS), Alberta Gaming, Liquor and Cannabis Commission (AGLC), and the Calgary Stampede, as attached within the exhibitor kit.
- Show Management reserves the right, at its sole discretion, to inspect, modify, or remove any exhibit elements that are deemed unsafe or non-compliant with any of the above regulatory bodies. This authority extends to any situation where Show Management determines there is a potential risk to public safety, other exhibitors, staff, or property. All decisions made by Show Management in this regard are final and not subject to appeal.

9.3 Floorplans

- If your exhibit space is over 400 sq ft. (20’ x 20), you must submit a floor plan to Show Management for approval at least sixty (60) days prior to show.
- Floorplans should indicate all information pertaining to the displays, sounds, activities, and operations. Such floorplan should include, but is not limited to, design, ingress, egress, nature and proposed location of equipment and materials, proposed infrastructure (including canopies or covered portions) of the exhibit and a general description of utility services required. Show Management will provide final approvement.

9.4 Flooring

- Additional flooring involving painting, nailing or drilling into the floor is strictly prohibited. The use of masking tape, clear packing tape, or duct tape to secure floor coverings is also prohibited. Exhibitors may use a double-sided tape but are responsible for removal during move-out.
- Damage or residue left on the floor due to improper removal may result in additional charges.

9.5 Draping

Draping included in your exhibitor space must hang at proper length, as it was provided. Do not pull up the drape to display merchandise.

9.6 Tents/ Canopies / Covered Booths

- Tents and canopies must be approved for indoor use and have a permanently attached label indicating conformance to CAN/ULC–S109, “Flame Tests of Flame-Resistant Fabrics and Films”.
- Exhibitor booths that include tents, canopies and/or other structures having greater than 100 sq ft. of roof, ceiling, and/or other obstructions must provide a single smoke alarm.
- Exhibitor booths that include tents, canopies and/or other structures having greater than 100 sq ft. of roof, ceiling, and/or other obstruction with a source of ignition must provide a single smoke alarm plus a 2A-10BC fire extinguisher.

9.7 Decorative Material

- Decorative material, such as, but not limited to, drapes, theatre curtains, signs, banners, acoustical material, hay/straw, split bamboo, table cloth, plastic cloth, plastic displays, canvas, cardboard, etc., shall be of flame retardant material conforming to CAN/ULC-S109, “Flame Test of Flame-Resistant Fabrics and Films”, or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution to ensure the material will pass the match flame test in NFPA 705, “Field Flame Test for Textiles and Films.”
    - Samples to be provided and Field Flame Test to be conducted upon request of CFD and/or AHJ.
    - Plastics cloth and certain other plastic materials, tar-paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited.
    - Combustible materials that are 10 mm (3/8 in.) or more in thickness or glass may be used without flame retardant treatment. Exception: paper, cardboard, or foam products.
    - Any material may be subject to testing. Materials in violation shall be immediately removed from the building.

9.8 Signage / Banner Hanging

Exhibitors must order banner hanging through the Calgary Stampede Exhibitor Services.

9.9 Height

As a courtesy to all exhibitors, we try to keep all booths at a consistent height. This allows equal opportunity for all exhibitors to be seen. The maximum height is 10 ft. If you do not comply, you may be asked to adjust onsite.

9.10 Sound

- Noise levels from sound systems, devices, or any other activities must be kept to a minimum to not cause disturbance to other exhibitors or attendees. Show Management reserves the right to determine what excessive noise is and may require an exhibitor to lower sound levels within their booth. Failure to comply may result in sound systems being permanently turned off for the duration of show.
- Speakers within booths must be facing inside the booth.
- Megaphones, bullhorns, and microphones are prohibited.

9.11 Lights

No strobe or flashing lights are permitted as part of any exhibit display.

9.12 Fog/Smoke Machines

Any device that produces smoke, fog, or any other airborne particulate is strictly prohibited.

9.13 Distribution of Informational Handouts

Unless you receive written permission from Show Management, distribution of printed materials must be distributed from within your exhibitor booth and never in aisles, lobbies, concourses, or any other part of the venue.

9.14 In-booth Storage

Limited onsite storage will be available in the Exhibitor Back-of-House (BOH). All items must be stored within the designated storage space provided in this area. Storage will be on a first-come first-served basis. Please ensure your items are properly labeled. Please note that no security personnel will be assigned to monitor this area. Show Management is not responsible for any missing, lost, or damaged items. Exhibitors will be responsible for transporting items to and from the Exhibitor BOH and their booth.

9.15 Waste

- Exhibitors are responsible for maintaining the cleanliness of their exhibit space throughout the duration of the event.
- All waste must be disposed of properly in the designated receptacles located throughout the exhibit hall and/or the Exhibitor Back-of-House (BOH). Under no circumstances should garbage or waste be placed in the aisles.
- Exhibitors are required to break down all cardboard boxes before disposal.
- Failure to comply with these waste management guidelines may result in additional cleaning fees or penalties at the discretion of Show Management.

9.16 Damages

- Exhibitors shall not cause or permit any damages of any nature to any part of the exhibit hall or venue, including floors, walls, ceilings, drapes, equipment, or any other property belonging to the venue, show decorator, or any official supplier.
- The use of staples, nails, tape, adhesives, or any actions that may scratch, stain, deface any surface or materials is strictly prohibited.
- Any damage to the venue or property caused by an exhibitor, their employees, contractors, or representatives is the sole responsibility of the exhibitor. The exhibitor will be held fully liable for all repair or replacement costs and will be invoiced accordingly by show management.

10) Sampling Food, Beverage, and Liquor Regulations

If you are sampling food, beverages, and liquor please refer to the Food & Beverage Exhibitor Guidelines document

11) Insurance

11.1 Coverage

The Exhibitor must maintain commercial general liability insurance covering the entire Event period, including move-in and move-out. Valid certificate of insurance must be submitted to Licensor at least thirty (30) days before the Event. The policy must:

- Include the Licensor as additional insured;
- Provide a minimum coverage of two million dollars ($2,000,000) per occurrence;
- Contain a cross-liability clause;

- Remain in effect until all Exhibit materials are removed from the Venue; and
- Not to be cancelled or materially altered without prior notice

12) Move-out Procedures

The Calgary Stampede's Exhibitor Concierge team will be roaming the halls immediately following show close on the last day at 4:00 PM. Once your booth is packed up, the roaming Exhibitor Concierge team will give you a paper QR code to access the loading apron and dock area. Once you receive your paper QR code, head to your vehicle and drive back to the loading apron where a yard marshal will direct you to the nearest dock.

If you have a small load and wish to carry out to your vehicle, you can avoid the above procedure.

Please note that exhibitors may not break down their display before the show closes on the last day at 4:00 PM.

13) Code of Conduct

At NEXT Food Expo, we are committed to providing a professional, inclusive, and respectful environment for all exhibitors, attendees, staff, guests and speakers. All participants are expected to conduct themselves with integrity, respect, and professionalism throughout the duration of the event. Discrimination, harassment, or any form of inappropriate behavior have no place.

All participants are encouraged to foster an atmosphere of collaboration and mutual respect, ensuring that all individuals, regardless of race, gender, religion, sexual orientation, or background, feel welcome and valued. To ensure a positive experience for all, any behavior that disrupts the experience for others or violates the standards of this Code of Conduct may result in immediate corrective actions, including removal from the event at the discretion of Show Management.

If you have any questions regarding exhibit guidelines, please contact NEXT Food Expo's Director of Operations, Jay Ro. jayro@nextfoodexpo.com