

**Airdrie Home & Lifestyle Show, 2018**  
**Exhibitor FAQ (Frequently Asked Questions)**

**1. What are the Show dates and hours?**

Saturday, April 28, 2017	9 am – 5 pm
Sunday, April 29, 2017	10 am – 4 pm

**2. Where is the Show site and how do we get there?**

Location: Genesis Place Recreation Centre  
800 East Lake Boulevard NE Airdrie, AB T4A 2K9 (403) 948-8804

**Directions via Highway #2 (from the North):** Take Highway #2 (QE2) heading South towards Airdrie. Turn right onto the AB-567 exit toward Airdrie/Irricana. Turn left at AB-567 E. Turn right at East Lake Blvd NE. Destination will be approximately on the left in approximately 1.9 km. Turn left into the parking lot of Genesis Place. Loading area is around the building on the East side.

**Directions via Highway #2 (from the South):** Take Highway #2 (QE2) heading North towards Airdrie. Take the second right into Airdrie - this is a short ramp - you will see Tim Horton's straight ahead. Turn right at East Lake Crescent NE. Go straight through the lights (cross East Lake Blvd NE) and you will enter the parking lot of Genesis Place. Loading area is around the building on the East side.

**3. What are the move-in procedures?**

- Exhibitors will be required to access and exit the show in a considerate and timely fashion. Your vehicles must be removed from the doors as soon as you have unloaded. This area will be patrolled. Carts will be supplied for your use.
- All exhibits must be set-up on Friday, April 27, 2018 starting at 9 am and completed by 7 pm (move in must commence prior to 6:30 pm).
- Exhibitors must report to the Chamber booth, which is located at the entry to the field houses inside Genesis Place Recreation Centre, BEFORE moving in. Exhibitor name badges can be picked up at that time.
- **All vehicles must be moved from the show building parking lot during the show.** Free parking is available for exhibitors across the street at Ron Ebbesen Arena (200 East Lake Crescent NE, Airdrie, AB T4A 2H8).

**4. Where can we get additional exhibitor badges?**

Four (4) badges will be issued per booth. These will be included in your exhibitor kit. Additional badges can be ordered on your exhibitor registration form for a cost of \$2 each. Name badges will be available on site, at the Chamber booth, for a cost of \$2 each.

**5. Is power included in our booth rental?**

We will provide one 600 watt duplex outlet **IF requested** for each **10x8 and 10x10** booth. Additional power is available through GES, our official service contractor, using the "Electrical Lighting Order Form" found in the GES Exhibitor's Kit 2018. This form is available on our website. Deadline to receive discounted prices is March 15<sup>th</sup>, 2018.

**As per our Fire & Safety Inspector, please ensure:**

- A) You ONLY use power bars to connect directly to GES supplied power. Extension cords MUST NOT be plugged into power bars (or vice versa).
- B) Do not plug several items into one outlet.

- C) Don't plug multiple cords together.
- D) Using the wrong type of extension cord (i.e. do not use light duty extension cords in a non-residential situation). Select cords that are rated to handle the wattage of the devices with which they'll be used. The smaller the number, the larger the wire and the more electrical current the cord can safely handle. Also consider the length you'll need. Longer cords can't handle as much current as shorter cords of the same gauge.
- E) Do not use extension cords that are damaged or worn.

**6. Is sharing our booth allowed?**

Yes, in some instances. Exhibitors wishing to share a booth **must** receive advance permission from the Airdrie Chamber of Commerce's Show Manager.

**7. Who do we contact if we need additional services or equipment?**

Additional services or equipment can be ordered in advance (special price discount if ordered by earlybird deadline) through GES, our official service contractor. If you need assistance or additional information, please contact: GES Exhibitor Services Department at 403.243.2212.

**8. When can we move-out?**

Each exhibit must be staffed and completely operational until the official closing hour of **4 pm on Sunday, April 29, 2018**. Move-out can commence after 4 pm on Sunday, April 30, 2017. **IF you are in booths #1 – 79 you must wait for GES Display services to remove the carpet prior to moving out.**

**9. Where can I order lunch for myself and my staff during the Show?**

We are working with a local business in Airdrie to provide fresh and delicious lunches for our exhibitors. Menu and order forms will be available on our website. Orders must be placed by April 01, 2018. Lunches will be delivered to your booth between 11:30 am – 12:30 pm. Please do not eat in your booth. The Exhibitor's Lounge is available for exhibitors to eat their lunch in.

**10. Is Interac available within the show building?**

A cash machine will be available at the Show – near the entrance doors. There is also an Interac machine available within the show building (near the concessions).

**11. Are there any hotels located near the show site?**

Yes, the following hotels are located in a very close proximity to the show site:

**AIRDRIE SUPER 8 MOTEL**

Life's great at Airdrie's Super 8 Motel  
815 East Lake Blvd.  
Airdrie , AB T4A 2G4  
Ph: 403-948-4188  
Fx: 403-948-4299

**RAMADA AIRDRIE INN & SUITES**

The Ramada Airdrie Inn & Suites offers free high internet and luxurious suites that cater to the extended stay business traveler.  
191 East Lake Crescent  
Airdrie , AB T4B 2B8  
Ph: 403-945-1288  
Fx: 403-945-1012  
Toll Free: 1-403-823-2030