



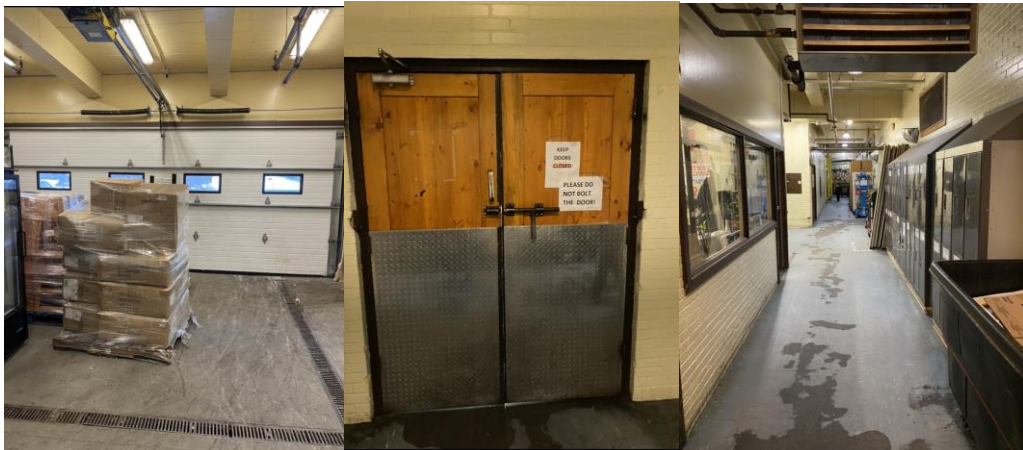
## Trade Show Exhibitor Protocol

Welcome to Fairmont Jasper Park Lodge. We are delighted to have you join us for this convention and would like to advise you of the following to make this event the best possible for your delegates, other trade show participants and our colleagues.

1. All hotel guests use the front doors of the hotel as the main access to the Main Lodge. In order to ensure we do not clog this area, we request all exhibitors to bring in their material through the loading dock only. This will ensure that our guests and your potential buyers will not be impacted during the move-in/out process and eliminate any congestion during check-in and check out.
2. Tradeshow Exhibitors are not permitted to send materials to the hotel more than 48 – 72 hours in advance. All shipments are to be clearly labeled with conference name, contact name and location of event.
3. **Hours of delivery to our loading dock are strictly between 08:00-16:30 – access to the loading dock outside of these hours must be arranged in advance through Conference Services and persons must be accompanied by a Banquet Houseman until load in/out has been completed and loading dock has been secured. Labour Fees will apply at \$36.00/hour based on min of 3 hours per Houseman.** Tue/Fri are the busiest time at the loading dock with daily deliveries starting at 08:00.
4. Our loading dock is located at the rear of the Main Lodge and it is accessible to all trade show participants. If available, the hotel will provide exhibitors with the use of trolleys/two wheelers however please note exhibitors are highly encouraged to bring their own as the Hotel has limited dedicated resources. All materials are to be moved through the back hallway through the doors leading to the Mary Schaffer Ballroom Hallway. From there they can then access the Function space at their entry points. Banquet Housemen will be scheduled to show the route to the exhibitors and ensure no damage takes place during load in/out. **Under no circumstances are materials permitted to be moved through the Kitchen.**
5. **When pulling up to the loading dock ensure to park to the left or the right side (not in the centre) so other vehicles can pull up to load in/out at the same time. Once your materials have been unloaded kindly park your vehicle at the closest parking area and return to move your materials to the location required.**



Dock Height: Ground to Dock Plate: 44 " 111.76 cms  
Dock Width: 19' 5.7912 metre  
Dock Height (once door roll up door open) 8' 2.4384 metre  
Double Door at Dock (allows access to back hallway) Height: 84" 213.36 cms  
Width: 63" 160.02 cms  
Double Door back Hallway (allows access to Main Lobby hallway) Height: 78"  
198.12 cms  
Width: 80" 203.20 cms  
Ceiling Height (back hallway) height of goods: 86" 218.44 cms



- 6.** Our guests expect the best in meeting and convention facilities while at Fairmont Jasper Park Lodge. When moving materials in and out of the hotel, please pay particular attention to the walls, door frames and doors of the hotel. Unnecessary nicks and scratches detract from our facility and the overall impression of the hotel. Any damage caused by an exhibitor during the move in/out or through the duration of the trade show will be charged back to the exhibitor.
- 7.** Fairmont Jasper Park Lodge has a unique stone floor in the Great Hall and corridor areas. In order to ensure this floor walkways looks its best we ask that you do not scratch the finish by sliding or pushing heavy boxes along the floor. We cannot allow tape on the floor as it pulls up the wax finish.
- 8.** For prompt removal of Trade Show materials Fairmont Jasper Park Lodge recommends the following for shipping and receiving. Outgoing materials must have a completed shipping request form attached to the package. There are no storage facilities available to store materials. All materials must be shipped out following tradeshow close. Any/all trade show materials left behind will be disposed of at the discretion of the Hotel. (see below)
- 9.** Please feel free to contact our Conference Services, Banquets or Receiving area staff for any assistance you may require. Our goal is to ensure each participant and exhibitor has a great show.
- 10.** The Main Building of Fairmont Jasper Park Lodge is a Non-Smoking facility.
- 11.** Requests for access to power outlets, extension cords or power bars will be based on availability and must be arranged directly through Encore.  
[Timothy.yarkowsky@encoreglobal.com](mailto:Timothy.yarkowsky@encoreglobal.com)



**OUTGOING SHIPMENT RECORD**

Client Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Conference Name: \_\_\_\_\_  
# of Pieces To Be Shipped: \_\_\_\_\_  
Brief Description of Contents: \_\_\_\_\_

**Please circle preferred carrier:**

\*DHL/LOOMIS      PUROLATOR      \*UPS      GRIMSHAW      MANITOULIN

\* Client must make individual pick-up arrangements; the hotel cannot arrange pick-up on client's behalf. Due to our remote location certain courier services are not available for return shipments, i.e. FedEx.

Account Number: \_\_\_\_\_

Method of Transport (please circle one):      GROUND      AIR

Destination Address: \_\_\_\_\_  
\_\_\_\_\_

Province/State: \_\_\_\_\_ Country: \_\_\_\_\_

Phone/Fax#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Client: \_\_\_\_\_

**Payment Information** (check one):

- Charge credit card on file
- Send Secure Pay link to provide credit card details - email address required:

**\*Payment must be received prior to release of shipment**

**American and International Shipments**

American and international clients must provide along with this outgoing shipment form a copy of a commercial invoice along with the name of their respective customs broker. The Fairmont Jasper Park Lodge cannot and will not ship without this information. Canadian destinations do not require brokerage information or a commercial invoice.

Preferred Customs Broker:

\_\_\_\_\_

Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Client: \_\_\_\_\_

Failure to provide the above requested information will result in shipment delays and/or storage fees. Please be guided accordingly.



Shipping & Receiving

1 Old Lodge Road

Loading Dock

Jasper Alberta TOE 1EO

CANADA

**Attention**

Sarah Kennedy

Director, Event Sales & Services

Phone Number: 780 852 6470

NAME OF EVENT: Recycling Council of Alberta Conference

ONSITE CONTACT: \_\_\_\_\_

Place to be delivered: (please insert room/location)

BOX \_\_\_\_ OF \_\_\_\_