

**GLOBAL
PETROLEUM
SHOW** 2020

JUNE 9-11, 2020
BMO CENTRE, STAMPEDE PARK
CALGARY, CANADA

**NORTH AMERICA'S
LEADING ENERGY EVENT**

**EXHIBITOR WELCOME
PACKAGE**

**SHAPING THE
FUTURE OF ENERGY**

GLOBALPETROLEUMSHOW.COM

BROUGHT
TO YOU BY:

dmg events

ORGANIZERS OF:





GLOBAL PETROLEUM SHOW EXHIBITOR ZONE

As the organizers of Global Petroleum Show (GPS), dmgevents would like to take this opportunity to welcome you and thank you for your support. As one of the largest energy exhibitions since 1968, GPS is a powerful platform that unites over 53,000 registered attendees from over 110 countries with 1,000 exhibiting companies.

GPS offers governments, national oil companies, independent oil companies, local organizations, attendees and exhibitors from around the world opportunities to build relationships, source new markets and network within the international energy community.

This package will support your journey through the online Exhibitor Zone to best prepare you for the show. Be sure to login to save time and costs and have a successful event experience.

While GPS attracts thousands of attendees from around the world, we emphasize to our exhibitors the importance of marketing your presence at the event to drive the audience to your booth. What makes you stand out from the crowd? What is your competitive advantage? Is it a new product or technology that helps resolve a business problem or create efficiencies? Help us to tell your story by engaging with us on social media, sharing your recent press releases, completing your company profile with videos/testimonials, and use the provided marketing toolkit to spread the word.

To maximize your investment and receive a higher ROI from your participation at GPS 2020, we are offering a customized client mail invite service through our third-party mailing house at no additional cost to you. To participate in the program, send your invite list that includes full mailing data (minimum 500 US & Canada contacts) by May 1, 2020 to Senior Marketing Manager Narmina Rafiyeva at narminarafiyeva@dmgevents.com.

Attendees and exhibitors can share stories about their GPS experiences on social media. Engage with us on Facebook, Twitter, Instagram and LinkedIn using the hashtag #GPS2020.

You can also follow us on **LinkedIn: dmgevents – global energy** and **Facebook: GlobalPetroleumShow** to keep up-to-date on the latest event information.

Warmest Regards,

Nick Samain
Vice President

dmgevents

TIMELINE

Please navigate through the following sections to find more information about your participation in show including important deadlines, rules and regulations, and managing your company profile.

Manage
Profile

Check List of
Deadlines

Hotels

Shipping

Order
Equipment &
Services

Booth Design
Guidelines

Exhibitor
Appointed
Contractor

Materials
Handling

Move-in &
Move-out

Rules &
Regulations

Marketing
Tools

Show Time

EXHIBITOR INFORMATION

EXHIBITOR RESPONSIBILITIES:

Once your contract has been signed and you have been placed on the floor plan there are a few things you will need to handle:

- Check flights and hotels
- Double check your move-in/move-out times before booking flights and hotels
- Add your 50-word company profile for the event guide and online profile
- Double check what furnishings and equipment you may need to order
- Shipping freight to the event of advanced warehouse
- Verify your booth space has been paid for

1. WHAT COMES WITH A STANDARD INDOOR BOOTH?

Each 10'x10' and 10'x20' booths will be set with:

- 8' high black back drape
- 3 high black side dividers
- Standard booth carpet
- One (1) 150-watt electrical outlet
- Basic onsite materials handling to booth (up to 5000 lbs. per crate, except for specialty work)
- Crate storage during the show
- 24-hour roaming security
- Media lists on the official event website and printed Event Guide
- Unlimited client invitations to attend the exhibition and unlimited booth staff badges

2. WHAT COMES WITH A HARDWALL BOOTH?

Each hardwall booth with include:

- Standard booth carpet
- Hardwall shell scheme
- Counter and two (2) chairs
- One (1) 1500-watt electrical outlet
- Name board
- Daily janitorial

- Basic onsite materials handling to booth (up to 5000 lbs. per crate, except for specialty work)
- Crate storage during the show
- 24-hour roaming security
- Media lists on official event website and printed event
- Media lists on official event website and printed event
- Unlimited client invitations to attend the exhibition and unlimited booth staff badges

3. SAVING MONEY ON THE SHOW

To take advantage of advance order discount rates, place your order no later than May 19, 2020 with our decorators. Details available in the Exhibitor Zone.

IMPORTANT INFORMATION

1. EXHIBITOR HALL CARPET

The exhibit area and aisles will be carpeted. Show management requires that all booths must have carpeting or approved flooring. You are welcome to use your own carpet. If you plan to use your own and do not require show carpet in your booth, please notify show management no later than Friday, May 1, 2020.

Please contact Jaimie Saraceni at jaimiesaraceni@dmgevents.com or (403) 209-3556.

- IMPORTANT:** A replacement cost of the carpet will be assessed if the rented carpet was intentionally damaged and/or deemed unusable after the event.

3. BOOTH DESIGN & ENGINEERING CERTIFICATION

Booths that are 400 square feet (37 square meters) or larger and/or if your booth exceeds 12 feet in height will require the submission of a detailed booth design and engineering certificate to show management. Certification must be submitted to show management by May 1, 2020

EXHIBITOR INFORMATION

MOVE-IN AND MOVE-OUT INFORMATION

Details on move-in can be found in the Exhibitor Zone.

The Show officially closes at 4 p.m. on Thursday, June 11, 2020. For the safety of our visitors, we ask that exhibitors wait for 30 minutes after the Show closes before beginning to tear down their exhibit to allow time for the aisle carpet to be removed. No dismantling, removal or packing of exhibits is permitted before this time.

All booths must be cleared by 2 p.m. on Saturday, June 13, 2020. Exhibitor material not cleared by the time designated will be removed by BLP at the expense of the exhibitor. Please refer to the move-out schedule for details on when your dismantling must be complete. **No one under the age of 16 years is allowed in the exhibit area during move-in, show days and move-out.**

PERSONAL PROTECTION EQUIPMENT REQUIREMENTS (Please see full Rules)

During move-in and move-out of the Global Petroleum Show, the exhibition floor is considered to be a “work-site environment.” Therefore, all contractors and/or exhibiting companies working within the environment must adhere to all the legislation contained within the Occupational Health and Safety Code of the Government of Alberta.

PARKING

Parking at Stampede Park during the Global Petroleum Show is very limited so it’s best to pre-order parking passes before they sell out. Parking passes can be purchased through the Calgary Stampede. Limited paid parking is available around Stampede Park. Exhibitors can pick up their pre-purchased passes at parking booths on site.

MARSHALLING YARD

All drivers (trucks) for outbound shipments must report to the Marshalling Yard, which is in Lot 25 (access via 25 Avenue SE, just east of Spiller Road). Please see marshalling yard map below.

HOTEL RESERVATIONS HOTEL MAP

OFFICIAL HOTEL SUPPLIER

Find your perfect hotel stay and enjoy special benefits here <https://www.globalpetroleumshow.com/travel/book-your-hotel/>

- Lowest rates
- Easy group bookings

If you already know what you’re looking for, feel free to dive right into the reservation website where you can quickly book and manage your group’s reservations online. Our group booking tools are equipped with features to manage groups of any size such as:

- No full pre-payment required and no fees for changes, unlike most booking channels.
- You can book your entire group, large or small, in real-time with immediate confirmations. Secure the rooms you need now and assign guest names later.
- Manage payment for your entire block or guarantee each room with separate credit cards.

Here’s a quick hot-to that illustrates the tools you have at your fingertips.

Reserving your rooms through the official GPS appointed company provides you with assistance prior to and during the event in Calgary, as well as dedicated shuttle service to and from the Show.

If you’d like assistance, please don’t hesitate to reach out to Adam who will be your personal liaison throughout the event and be your primary point of contact for all your hotel reservation needs. Feel free to reach out to Adam at Adam@HotelMap.com or (800) 865-1549. He is happy to help.

BOOK TRAVEL

We are happy to confirm that for the upcoming Global Petroleum Show, for guests travelling Trans-border (**between Calgary and anywhere Air Canada flies in North America, including our Delta code-share partner network.) To take advantage of this offer, have your travel agent check out the discount code listed <https://www.globalpetroleumshow.com/travel/book-your-hotel/>

DIRECTIONS TO MARSHALLING YARD

FOR LARGER VEHICLES AND TRACTORS

Heading North

Heading north on Macleod Trail SE, Turn Right on 25th Ave SE (this intersection has a Humpty's on the south- west side). Turn left into parking lot after Spiller Rd SE and before Dartmouth Rd SE. On the right will be the Goodkey check-in to the marshalling yard and on the left will be overflow parking.

Heading South

Heading South on Macleod Trail SE, Turn Left on 25th Ave SE (this intersection has a Humpty's on the south- west side). Turn left into parking lot after Spiller Rd SE and before Dartmouth Rd SE. On the right will be the Goodkey check-in to the marshalling yard and on the left will be overflow parking.



EXHIBITOR INFORMATION

Q & A

Where do I pick up my badge?

Exhibitor and visitor badges can be picked up at registration located outside Hall B (main concourse), Hall D on the concourse and outside the Corral entrance. Lead retrieval can be picked up outside of Hall B (main concourse) registration at the East Ticket Wickets.

How do I register booth staff?

Login to the exhibitor zone, click on "register Booth Staff" then click on "Add booth staff" then add contact information and save.

What are the show hours?

Tuesday June 9th 10 a.m. - 5 p.m., Wednesday June 10th 10 a.m. – 5 p.m. and Thursday June 11th 10 a.m. – 4 p.m.

Where can I order a table and chairs?

Order forms can be found in the Exhibitor Zone. You will need to select either BMO Centre booth orders or Corral and Outdoor orders.

Do you have a map with my booth location?

Yes, please see the floor plan in the following link. <https://globalpetroleumshow.com/exhibition/floor-plan>

Where do I park to unload my car?

Calgary Stampede has different loading docks depending on your booth location. You are welcome to drive to the closest dock, unload and remove your vehicle as soon as possible. Parking is not permitted and vehicles that are packed in the loading docks will be towed by Stampede.

Hall ABC – loading door 6

Hall DE – loading door 13

Who should I contact if I have a question that isn't answered here?

Please contact Jaimie Saraceni at jaimiesaraceni@dmgevents.com or call us at 403-209-3555

PLANNING TIPS FOR A SUCCESSFUL EVENT

As an exhibitor:

You will help transform an empty space into an exhilarating environment where you can teach, present, entertain, display and connect with your valued customers and new prospects.

Use every opportunity to gather attendee information – collect business cards to enter a drawing, scan badges to participate in your activity. All of this builds your database of contacts for follow up and ongoing interaction long after the show ends.

1. The exhibit floor can be a crowded place, so you want to make sure you stand out.

The name of the game is traffic to your booth, so be proactive about reaching out to your customers and prospects to invite them to stop by. Spread the word, from social platforms to targeted email campaigns.

Use events to network and make connections. It's about networking, not just selling. Discussion panels, seminars, workshops and product unveilings are your best friend. They create excellent opportunities to connect with similar companies and attendees. These connections can then support your business. Consult the show schedule to find networking events or consider sponsoring your own event.

2. Use your time at the show to make new business connections as well as to find new customers.

Chat to other exhibitors – you never know when a future collaboration could be in the pipeline. Don't dismiss those that aren't just buyers. Trade shows are attended by the press, bloggers and other influential people that could benefit your business by increased exposure or connections. Seize every opportunity and don't just think of it in terms of revenue.

If you can, make sure you attend the GPS Awards Gala or GPS Celebrates events with lots of business cards – the social time when everyone is relaxing is often when the best business is done!

3. Create a welcoming booth space

Whether your exhibit space is large or small, ensuring that your exhibit is welcoming is a critical part of booth design. The key to creating a welcoming exhibit is including elements that entice attendees to enter your booth.

For example, a counter or table at the front of your booth could visually block attendees from entering the exhibit space from the aisle, even when talking to booth staff. Seating, charging station, refreshments and recreation space encourage weary attendees to take a break in your booth.

4. Dress to impress (while remaining comfortable)

Business casual attire is generally ideal for trade show exhibitors. It provides a professional appearance while ensuring that you remain cool and comfortable throughout the event. You will be on your feet all day, so be sure to wear comfortable shoes! It's also a good idea to dress in layers as temperatures may vary.

5. Design booth with goals in mind

Whether you're an expert or a newbie; defining your goal and designing around that goal is the most important step in designing your booth. Whether your focus is on increasing leads, sales or brand exposure will help determine the design, look and feel of your booth, so be sure to define your goals early.

6. Giveaways or demonstrations in the stand are a great ice-breaker

Running a special promotion just for the event can be a great conversation opener, as well as a good way of gathering the contact details of passers-by. Please, no tacky printed pens/USB sticks... think of a meaningful giveaway that resonates with your target clients.

PLANNING TIPS FOR A SUCCESSFUL EVENT

Meet your neighbors

Take the time to visit other booths and gain valuable insight into your competitors, trends in your industry, vendors and more.

Understanding how other companies present themselves and their products may serve as inspiration for future exhibits. You can also use this opportunity to meet people in your industry.

Follow up with everyone you met after the show

Despite the time, cost and energy that goes into exhibiting at a trade show, many marketers drop the ball on this critical step. Turn all that data you collected into entries in your database and send a thank you email within a week or so of the event. Event better, have your sales team personally contact “hot leads” before they run cool.

It’s important to send an email within a couple of days of the event thanking those that came to your stand while you’re fresh in their minds. Keep in touch but don’t be too pushy. It can often take months or years for some trade show leads to develop into a business relationship, so don’t be disheartened if orders don’t materialize straightway.

Have a plan for capturing the details of leads

Lead retrieval supply a mobile app which you can use to scan visitors that come to your stand. You can make notes within the app and then download a spreadsheet with everyone’s details when you’ve left the show – beats lots of loose business cards that might get mislaid in the panic to pack up. It also saves you from typing everyone’s details in as well. While you’re at it – make sure you take enough business cards yourself, so you don’t run out mid-show.

Issue a press release to maximize your exposure

Have an up-to-date press release to coincide with your attendance at the show. Upload a copy to the Company Profile or provide a copy on-site at the Press Office. You’d be amazed at how many exhibitors don’t take advantage of this – it could be a great way to get an edge over any competitors at the show.

Promote your attendance at the show in advance

Use the exhibitors invites provided in the marketing toolkit to send emails or personal invitations to your customers a few weeks in advance to promote your attendance at the show. Take this opportunity to tell them which stand you are in, and ideally try and get them to set an appointment with you.

Don’t forget to send a reminder a few days before the show to make sure your guests have it in their calendars. Schedule this in advance in case you don’t have time in the days leading up to the show.

Reach out to us at krystleholdegaard@dmgevents.com for personalized social media graphics for you to use within two business days.

Be Social

Use #GPS2020 on Facebook, Twitter, Instagram and LinkedIn, or tag us in your social media posts to make it easy for attendees to connect with you. This is also a good way of making the most of a wider audience that you can reach, above and beyond those already in your network.

Facebook – Global Petroleum Show
Twitter - @petroleumshow
Instagram - @globalpetroleumshow
LinkedIn – Global Petroleum Show

Keep up with a few social media posts during the show too – photos and videos of your booth may be spotted by someone at the show following the hashtag and help connect you with someone that may not otherwise have come your way.

TIPS TO ENHANCING EXPERIENCE AT THE SHOW

Book a sponsorship or advertising opportunity

Don't limit your Global Petroleum Show experience to the walls of your exhibit space. Ask us about the array of advertising and sponsorship opportunities to suit your budget and brand objectives.

Marketing tools

Utilize the complimentary marketing tools in the Exhibitor Zone to generate leads and drive quality traffic to your booth! Invite clients using custom invitations, find social media tips, submit your press release, download social media banners and more!

GPS graphics

Download the Global Petroleum Show logo (zip) in JPEG and EPS formats to put on your website, social media channels and marketing materials.

Client invitations

As an exhibitor, your company is entitled to an unlimited number of invitations. The enclosed invitations include a unique code for your best customers and potential clients to register online for complimentary entry to the exhibition.

By distributing these invitations, you can help ensure quality attendance. Drive traffic directly to your booth by notifying key associations of your presence in the Show.

Sponsorship, advertising opportunities

The Global Petroleum show is the meeting place for the international oil and gas community.

As the energy industry converges at GPS, utilize sponsorship opportunities to ensure your brand is seen.

Gain marketplace advantage

- Increase brand awareness amongst the international energy industry
- Have your brand associated with North America's Leading Energy Event
- Enhance your presence at the show
- Gain recognition as a sponsor on the official website and event guide

Advertising

Maximize your brand exposure on the official website or in the event publication distributed directly to the 53,000+ attendees.

Targeted brand awareness opportunities

Official event publications are the definitive go-to resource for attendees.

Starting months prior to and leading through the three-day event, official Global Petroleum Show publications communication essential information. As an advertiser, your message can be presented to interested eyes and a worthwhile demographic.

WHAT'S ON AT GPS THIS YEAR?

What is the Global Meetings Program?

The Global Meetings Program at Global Petroleum Show is a proactive, pre show platform enabling confirmed exhibitors, delegates, speaker and pre-registered visitors to view profiles of participants and select who they want to meet at the event.

How to be part of the Global Meetings Program?

You need to register as an exhibitor, paid delegate, speaker or a pre-registered visitor Register online on <https://globalpetroleumshow.com/>

Your company will be added to the Global Meetings Program at Global Petroleum Show and you will be emailed a welcome email with your username and password to login

GLOBAL PETROLEUM SHOW MINISTERIAL & CEO SUMMIT

The Global Petroleum Show is excited to announce the inaugural Global Petroleum Show Ministerial & CEO Summit – the new name behind its already successful executive-level meeting program taking place at the show. The GPS Summit gives government officials, industry leaders, and other decision makers the opportunity to connect with each other to discuss policies, opportunities, challenges and ideas that determine the future of the oil and gas industry.

GLOBAL MARKET SEMINAR SERIES

The Global Market Seminar Series will provide the prime opportunity for E&P players to discover opportunities in countries around the world and to connect with industry experts and organizations that make things happen in these areas. Hear from country government representatives, legal experts, and oil companies of all sizes to gain key insights on developing energy trends and learn about key success stories in these regions. Presentation focus areas will include market drivers, constraints, opportunities and challenges.

GLOBAL PETROLEUM CLUB - VIP PROGRAM

The Global Petroleum Club is the exclusive VIP program of the Global Petroleum Show. Members of the Global Petroleum Club have access to a private and secure venue to connect with other members and conduct meetings while on site at GPS. In addition, participants are welcomed into executive advisory discussions and networking events taking place throughout the year.

Global Petroleum Club draws members from major IOCs and NOCs and other major oil and gas companies, as well as international and regional government officials. Membership is reserved for C-Suite level executives or equivalent.

More information at globalpetroleumshow.com/vip

GPS BUSINESS & TECHNICAL CONFERENCE

THREE (3) DAY CONFERENCE PASS OR ONE (1) DAY CONFERENCE PASS

Learnings, new advancements, and technologies have been driving the evolution of the industry and in 2020, GPS has launched a comprehensive three-day business and technical conference to provide a platform to share and discuss these revolutions. Each day of the GPS Conference includes a variety of business debates, panel discussions, C-level keynotes, and technical presentations.

GPS AWARDS GALA

The GPS Awards Gala will bring together industry leaders for a night of celebration to recognize and honor accomplishments of companies, individuals, initiatives, projects and technologies on an international scale. Purchase tickets through Exhibitor Registration at globalpetroleumshow.com/wp-admin

EXHIBITION

GPS 2020, the global energy meeting place in North America, provides you with the ideal platform to discover the latest products, technologies and services from over 1,000 exhibitors.

YOUNG GPS: THE FUTURE OF ENERGY

To inspire the industry's future leaders, a select group of local top performing students in science, technology, engineering, and mathematics (STEM) will be invited to join the Young GPS program. Students between the ages of 12-17 will participate in a one-of-a-kind afternoon program where they will meet with industry experts to learn how the newest technological advancements are influencing the industry and how their continued involvement in STEM will contribute to Canada's future global leadership position. The program also includes an interactive tour of GPS and a scavenger hunt to learn about the industry supply chain and how it relates to everyday life.

DO'S - CREATING AN ATTRACTIVE DISPLAY

KEEP IT SIMPLE. Upon first glance, your booth should tell visitors who you are and what you do.

- Give your customers room to move around in your booth.
- Keep your space open and inviting, so visitors can enter/exit easily.
- If space allows, set aside a meeting area within your booth and stock it with refreshments.
- Offer demonstrations within your booth.
- Ensure booth staff is dressed professionally.
- Have enough booth staff to allow for breaks, but not so many that you deter people from entering.
- Ensure you start each day with a clean booth.
- Reduce tired feet by ordering carpet underlay in your booth. (Both your clients and staff will appreciate the extra touch!)

BE INFORMED – not only about your company and products, but also know where to find restrooms, food vendors, lounges, and ATM's. Customers will ask lots of odd questions.

- Qualify potential buyers by talking to them first before handing out company literature.
- Keep brochures and literature at the back of the booth, not at the front where customers can grab it quickly.
- Offer to send brochures to the customers after the event.
- Have plenty of business cards on hand.



DON'Ts - CREATING AN ATTRACTIVE DISPLAY

- Confuse visitors with too much detail or clutter. Your graphics should communicate the major points while booth staff can go into more detail.
- Trap visitors in your booth. If your booth is preventing people from leaving, it is also preventing people from entering.
- Cram your booth with too much furniture or booth staff. A few stools, a display table or counter, and location to do business are enough. Space encourages interaction with your customers.
- Crowd your booth with too many products and brochures. Your display is meant to stimulate interest, not show your entire product line.
- Eat, sit and read the paper or work on your computer or phone. Booth staff should be interested and welcoming. You only get out of exhibiting what you put into it at the event.
- Leave your booth unattended.



FIRE REGULATIONS



SAFETY REGULATIONS

The Calgary Fire Prevention Bureau and the Alberta Occupational Health and Safety Board in conjunction with Calgary Stampede Park require the adherence to safety requirements governing exhibits and displays. Failure to comply with the fire and safety regulations could mean that your booth could be shut down.

FIRE REGULATIONS

The Calgary Fire Prevention Bureau in conjunction with Calgary Stampede Park requires the adherence to fire safety requirements governing exhibits and displays.

1. Decorating materials, including signs, banners, plastic materials, canvas, cardboard, artificial flowers and foliage, shall be inherently flameproof or properly treated with a flame retardant. Plastic cloth and certain other plastic materials, tar-paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. At the discretion of the Calgary Fire Department any decorative material may be subject to testing. If any item fails, the flameproof testing it may be required to be removed from the building.
2. Unless otherwise approved, flammable or combustible and/or compressed gases shall not be used or displayed. Where approved cylinders containing pressed gases shall be protected against mechanical damage and shall be stored on racks or by other accepted devices designed to hold them securely in place. Combustible materials that are 10mm (3/8 inch) or more in thickness or glass may be used without flame retardant treatment. Exception: Paper, cardboard or foam products.
3. Aerosols – It is permissible to exhibit one pressurized container, not exceeding one-pint capacity of each product classified as flammable liquid.
4. All motor vehicles and/or gasoline powered equipment used for the purpose of display indoors shall comply with the following:
 - Event Management must be notified, and approval is required prior to arriving onsite
 - Fuel tanks are restricted to a maximum of ¼ (25%) full or 20L whichever is less. Fuel tanks are to be equipped with a lock-on type gasoline cap or sealed in an approved manor. Where it is not feasible to lock or seal the opening, the fuel tank shall be empty. Adding or removing fuel on site is prohibited (must be done outdoors)
 - Vehicles shall not be started or operated within any assembly building during show hours
 - Batteries need NOT be disconnected
 - Keys must be removed from all vehicles
 - Vehicles, boats, RV's, trailers and similar exhibited products having over 9.3m² of roofed area shall have a listed single station smoke alarm installed
 - Vehicles, boats, RV's, trailers and similar exhibited products between 9.3m² and 27.9m² of roof area, with a source of ignition, external power or vehicle batteries still connected, shall have a listed single station smoke alarm installed and a 2A-10BC fire extinguisher.

- Vehicles fueled by LPG/LNG are not permitted on the exhibit floor
- A propane-fueled vehicle may be parked indoors provided there are no leaks in the propane system and the tank is not filled beyond its maximum permitted density. This vehicle shall have the shut-off valve closed and secured to prevent tampering. Special conditional permission must be obtained prior to the vehicle entering the building.

5. All storage shall be kept in allocated areas. No empty cardboard containers are permitted to be stored in the booth space. Exits and aisles surrounding the booth space shall be clear and free of obstructions.

No propane cylinders are permitted in any indoor exhibits.

All electrical appliances, electrical cords and electrical connections shall comply with the following Electrical Codes listed below:

- All electrical fixtures and appliances must be approved and carry the appropriate ULC or CSA3 listing:
- Three wire (grounded) cords shall not be plugged into two (2) wire extension cords
- Extension cords shall not run under carpets/rugs unless designed to be used in these locations
- There shall be a sufficient clearance from lights or other heat sources to any combustible or display materials to prevent any possible ignition or heat damage (melting)

All electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed

6. All tents, canopies and/or structures being used for the purpose of display within an indoor booth/exhibit shall comply with the following:

- 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".
- A roof, ceiling and/or other obstruction between 9.3m² (100sq.ft.) and 27.9m² (300sq.ft.) shall be provided with a listed single station smoke alarm within
- A roof, ceiling and/or other obstruction between 9.3m² (100sq.ft.) and 27.9m² (300sq.ft.) with a source of ignition shall be provided with a listed single station smoke alarm plus a 2A-10BC fire extinguisher within
- A roof, ceiling and/or other obstruction larger than 27.9m² (300sq.ft.) requires written approval from the Calgary Fire Department prior to set up.

If you have any questions, full details of fire regulations can be obtained from:

**Calgary Fire Department
Fire Prevention Bureau
Tel: 403-268-2489**

HEALTH & SAFETY

SECURITY

Security guards will be on duty 24 hours a day (on a roaming basis only) from the opening of move-in to the closing of move-out. Event Management does not accept any liability for loss or damage to the exhibitor's booth or materials. All property of the exhibitor is understood to remain under the exhibitor's custody and control, whether in transit to and from or within the confines of the exhibit space.

OCCUPATIONAL HEALTH AND SAFETY

Employers operating in Alberta must comply with the Alberta Occupational Health and Safety Act, Regulation, and Codes as applicable to their operation. Further information can be obtained from Workplace Health and Safety South region.

OHS ACT, REGULATION & CODE

FAILURE TO COMPLY WITH OCCUPATIONAL HEALTH & SAFETY REGULATIONS COULD MEAN THAT WORK ON SETTING UP YOUR BOOTH CAN BE SHUT DOWN.

PERSONAL PROTECTION EQUIPMENT REQUIREMENTS

During move-in and move-out of the Global Petroleum Show, the exhibition floor is considered to be a "work-site environment". Therefore, all contractors and/or exhibiting companies working within the environment must adhere to all of the legislation contained within the Occupational Health & Safety Code of the Government of Alberta. On a daily basis, contractors and/or exhibiting companies are each expected to properly assess any hazard(s) to their workers and ensure that all staff are wearing the appropriate personal protective equipment at all times. Please note that Alberta Occupational Health & Safety Officers will be onsite to identify violations and enforce the legislation. In advance of the show, please ensure that your company's on-site representatives and staff are familiar with the safety code, particularly regarding personal protective equipment. Refer to Part 18 of the Occupational Health & Safety Code (2009), which can be read at OHS Act, Regulation & Code.

SECURITY TIPS

DURING MOVE-IN

- Use plain boxes, containers and labels that do not identify the products.
- Have adequate personnel present at the booth to receive the shipment and take inventory.
- Report any discrepancy in goods received to the shipper immediately.
- Ensure you have proper insurance coverage.
- Store valuables out of sight.

HEALTH & SAFETY

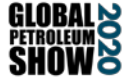
DURING THE EXHIBITION

- Pack small items in boxes out of sight or remove them from the booth overnight.
- Never leave your booth unattended. Samples or briefcases are easily taken.
- Computers, projectors, monitors, and other electronic devices are desirable to thieves. They should always be guarded.
- Report all security and safety incidents to Event Security or Event Management immediately.
- Store valuables out of sight.

DURING MOVE-OUT

- Remove valuables, small cartons and open cases of products from Show area immediately upon close of the Show.
 - Have proper exhibitor identification on all goods.
 - Remain with your shipment until it is removed from your booth.
 - Don't leave booths unattended. Many outsiders have access to the booth area during this busy time.
- Keep any plasma screens, computer screens or any other electrical equipment in plain boxes, labeled with information that does not identify the product.

BOOTH STAFF & OPERATIONS



Exhibitors must ensure a fully staffed booth during Show hours. Moving in or out or dismantling will not be permitted during Show hours. From June 9 -11, 2020 any equipment movement must be approved and arranged by Event Management.

There are absolutely no forklifts or dollies allowed on aisle carpet at any time. For the safety of the public, we ask that exhibitors wait for 30 minutes after the Show closes before beginning move-out. Dismantling must not commence until 4:30 pm on Thursday, June 11, 2020.

Exhibitors will also be expected to keep all displays and equipment within their designated space and not in the aisles. Exhibitors are specifically prohibited from employing any type of attraction that, in the opinion of the organizers, detracts from the professional nature of the Show.

Soliciting of business and/or distribution of samples and souvenirs must be confined to exhibitor's own space. Exhibitor literature found in empty booths, aisles or registration areas will be removed and disposed of.

SOUND SYSTEMS / NOISE LEVELS

Global Petroleum Show has established the following rules and regulations for all exhibitors to ensure that any featured equipment, presentations, demonstrations, simulations or devices producing noise or odors, shall not disturb neighboring exhibitors or visitors of the Show:

- Any equipment, presentations, demonstrations, simulations or devices producing noise or odors that disturb neighboring exhibitors or visitors will not be tolerated.
- All noise originating from an exhibit must be set at a reasonable level at all times and shall not exceed 60 decibels (Indoors) and 85 decibels (outdoors).
- Any complaint(s) of excessive noise originating from an exhibit, reported to Show Management, will be pursued and assessed. If assessed to be disturbing or disruptive, the exhibitor will receive one (1) written warning and be asked to reduce the noise level immediately.
- If after one (1) warning by Show Management, the offending exhibitor does not reduce the level of sound, Show Management, at its discretion, may elect to shut off the power to the offending portion of the exhibit. The exhibitor will be responsible for any charges related to this action.
- Any speaker(s) or sound equipment within an exhibit must be positioned to minimize the amount of noise or distraction towards aisles and neighboring exhibits.
- Any audio or visual productions being played within an exhibit must be positioned to minimize the amount of noise or distraction towards aisles and neighboring exhibits.
- No singing, dancing, use of musical instruments or other types of live performances, presentations, demonstrations or simulations are permitted to occur at the show without expressed written permission from Show Management.

EXHIBITOR ASSISTANCE – SHOW OFFICE – OUTSIDE HALL B, ROOM 104

We want you to have a successful event. If we can help in any ways, please feel free to call our office at (403) 209-3555 or email Client Relations jaimiesaraceni@dmgevents.com

During show time, we can be found outside Hall B in room 104 and would be happy to assist you!

We appreciate your business!