



THIS IS YOUR PLACE



# TCU PLACE TRADESHOW EXHIBITOR PACKAGE



## Rentable Items

Consult the enclosed Exhibitor Tradeshow Furniture & Accessory Order Form for a list of commonly rented tradeshow furnishings. **The completed form and rental payment should be submitted to your event organizer. Usually that will be the person that sent you this package.**

## Shipping and Storage

TCU Place can accept a limited amount of pre-arranged shipment requests. As storage space is limited it will be on a first-come, first-served basis. We will try to accommodate all requests if possible. All pre-arranged shipping must be pre-paid, accompanied with the proper shipping labels. Post-event storage is also available. **Completed Pre-Show and Post-Show Storage Order Forms should be submitted to Matt Colton at [mcolton@tcuplace.com](mailto:mcolton@tcuplace.com)**

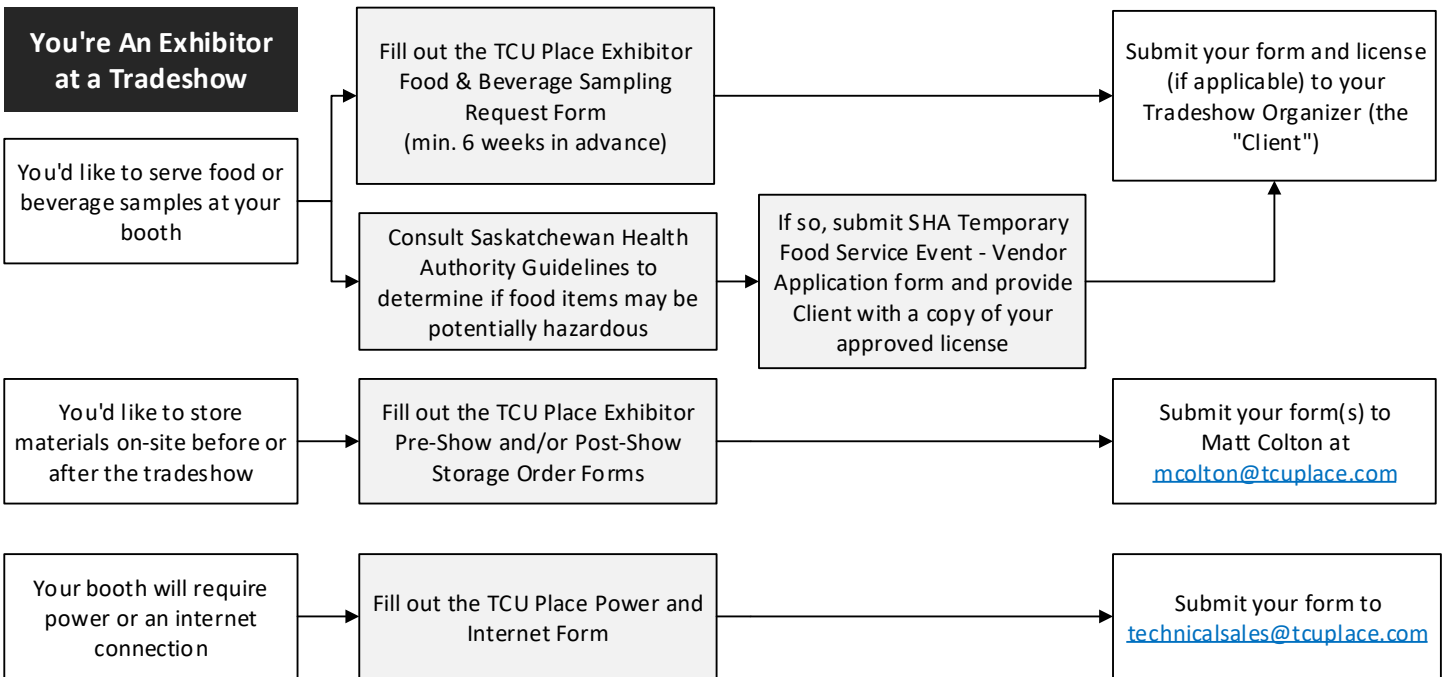
## Food & Beverage Samples

If you intend to offer food or beverage samples at your booth, you must fill out the attached Exhibitor Food & Beverage Sampling Request Form. You may also require a Temporary Food Permit from the Saskatchewan Health Authority - see the Sampling Request Form for further details. The completed request form needs to be sent to your event organizer. (They will submit all requests to TCU Place on behalf of exhibitors.)

## What's In This Package

- » [What to Submit - Flowchart](#)
- » [Load-In Information](#)
- » [Exhibitor Pre & Post-Show Storage Services FAQ](#)
- » [Exhibitor Pre-Show Storage Order Form](#)
- » [Exhibitor Pre-Show Storage Label](#)
- » [Exhibitor Post-Show Storage Order Form](#)
- » [Exhibitor Post-Show Storage Label](#)
- » [Exhibitor Food & Beverage Sampling Request Form](#)
- » [TCU Place Power and Internet Form](#)

# WHAT TO SUBMIT



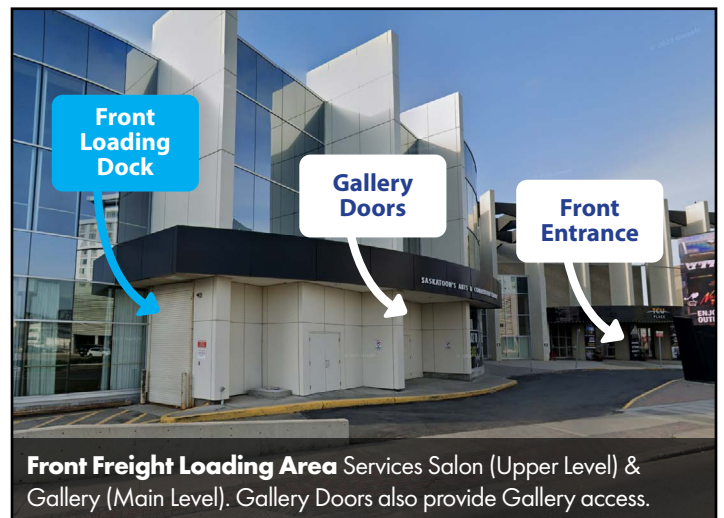
- » See the [Exhibitor Food & Beverage Sampling Request Form](#) in this package for more information on the rules and regulations that apply to offering food and beverage samples at your booth

# LOAD-IN INFORMATION



**Rear Freight Loading Area** Services Centennial Hall (Lower Level) and Main Stage/Regal (Main Level).

**Rear Freight Elevator** 11' wide, 19' long, 8' high  
Load capacity 10,000 lbs.



**Front Freight Loading Area** Services Salon (Upper Level) & Gallery (Main Level). Gallery Doors also provide Gallery access.

**Front Freight Elevator** 8' wide, 19' long, 8' high  
Load capacity 10,000 lbs.

TCU Place Freight Elevator Operators are required for tradeshow load-in/out, charged back to client at applicable hourly rate. Freight elevator operation is restricted to TCU Place Staff. Use of carts in passenger elevators during load-in and load-out is not permitted.

# PRE & POST-SHOW STORAGE SERVICES FAQ

Contact **Matt Colton** at [mcolton@tcuplace.com](mailto:mcolton@tcuplace.com) to make arrangements for storage before or after a tradeshow and to arrange payment.

## PRE-SHOW STORAGE

### What information do I need to place an order?

To order you will need:

- » The number of pieces
- » The dimensions of the pieces
- » The Carrier name
- » Tracking number(s) for the shipment

### What if I am missing some information?

Order with the information that you have now and update us once you know more. Example: You don't have the final weight for the shipment you are sending. Give your best estimate and then we will update your charges when your shipment has arrived based on the shipping label from the courier.

### Why do you need the Carrier name and tracking number for my shipment?

Having the Carrier name and tracking number for your shipment allows us to locate and alert you if your shipment has not been delivered in the days leading up to the Pre Show Storage deadline.

### What happens to my shipment once it has been delivered?

Once your shipment has been received it will be weighed, catalogued in our system and stored in a secure area. When we set up the show your shipment will be transported to the show site and delivered to your booth.

## POST-SHOW STORAGE

### What happens if I have ordered Post-Show Storage?

Your items must be wrapped and labelled with the appropriate carrier forms. TCU Staff will remove your items from the tradeshow floor and store in a secure area.

### What happens if I don't have Post-Show Storage?

Your items must be removed from the tradeshow floor during the allotted Exhibitor move out time. If your items remain on the tradeshow floor past the move out time, they will be removed and securely stored. This will incur a daily storage fee of \$250.

### Who is responsible for shipping?

The exhibitor is responsible for all shipping costs associated with their items. Any items not properly labeled or scheduled for pickup will be removed and a \$250 post storage fee will apply.

# EXHIBITOR PRE-SHOW STORAGE ORDER FORM

**THIS FORM MUST BE COMPLETED & RETURNED WITH PAYMENT BEFORE ANY ITEMS ARE SENT TO TCU PLACE.**

Submit this form to Matt Colton at [mcolton@tcuplace.com](mailto:mcolton@tcuplace.com) no less than 6 weeks in advance of the Event Date.

**Company Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_  
**Company Contact:** \_\_\_\_\_ **Event Name:** \_\_\_\_\_  
**Phone/Email:** \_\_\_\_\_ **Booth # if Known:** \_\_\_\_\_

**PRE-SHOW STORAGE SERVICE INCLUDES:**

- » Receiving and storing your items at TCU Place for up to 7 days before the show.
- » Delivery to show site and direct delivery to your booth
- » Retrieving and storing empty containers at the end of move in. Returning empty containers during move out.
- » Reloading shipments onto PREARRANGED CARRIERS during exhibitor move out. (Please note TCU Place is NOT responsible for arranging outbound carriers or completing any carrier forms or documents). All carriers must arrive during the exhibitor move out time.

Shipments are charged as per the total weight in pounds (lbs) of all items together. Rates will be calculated to the next 100lbs. 200lbs minimum. No cancellations.

100lb Skid Rate Category (Select One)	Up to 7 days before (200lbs minimum)	Less than 3 days before (200lbs minimum)	Total Weight (lbs)	Total
7 day      3 day	\$125.00 per 100 lbs	\$100.00 per 100 lbs		

Piece/Box/Road Case/Tote Rate Category (Select One)	Up to 7 days before	Less than 3 days before	Total Pieces	Total
7 day      3 day	\$50.00 per piece	\$35.00 per piece		

**Select a Payment Option**

VISA      MasterCard      AMEX      Cash/Cheque

Contact [accountsreceivable@tcuplace.com](mailto:accountsreceivable@tcuplace.com) to arrange payment. Credit card payments must be made over the phone and may incur additional charges. Cheques should be payable to TCU Place, and must accompany order.

Subtotal	
6% PST	
5% GST	
<b>Total</b>	

**Inbound Shipping Information**

Carrier				
Tracking #				
Shipment Dimensions				
Quantity of Each Shipment Type	# Boxes	#Skid/Crate: 4'x4'x4'	# Cases	# Bags
Date Shipped		Arrival Date		
Address of Origin				

**Conditions That Apply To This Service**

You must pre-pay all shipping/ freight charges. TCU Place will NOT be responsible for collect shipments or any customs charges. A 15% service fee will be applied for any customs or freight fees billed to TCU Place.

\*Labour rates may apply. We regret that we cannot accept orders by phone. Payment in advance must accompany this order form. Retain one copy for your records and return this form with payment to TCU Place

**All Materials Must Leave the Show Floor During Exhibitor Move-Out!**

Any show materials that are left unattended and have not been collected by a carrier on the show floor after exhibitor move out will be brought back to POST-SHOW STORAGE - charges will apply (See POST-SHOW STORAGE order form for prices).

# PRE-SHOW STORAGE LABEL

CONTACT NAME  
SENDER/SHIPPER

CONTACT NAME  
RECEIVER (IF DIFFERENT FROM SENDER)

SENDER PHONE NUMBER

TCU PLACE CONTACT NAME  
EVENT COORDINATOR/MANAGER

NAME OF EVENT

ROOM DESTINATION

DATE OF EVENT

BOOTH NUMBER  
IF APPLICABLE

SHIP TO

TCU Place  
35 22nd St E  
Saskatoon SK S7K 0C8

NUMBER OF PIECES

\_\_\_\_\_ OF \_\_\_\_\_



Each piece shipped to TCU Place must have label filled out and attached!  
Storage forms must be sent in advance of shipment.

# EXHIBITOR POST-SHOW STORAGE ORDER FORM

**THIS FORM MUST BE COMPLETED & RETURNED WITH PAYMENT BEFORE ANY ITEMS ARE STORED AT TCU PLACE.**

Submit this form to Matt Colton at [mcolton@tcuplace.com](mailto:mcolton@tcuplace.com) no less than 6 weeks in advance of the Event Date.

**Company Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_  
**Company Contact:** \_\_\_\_\_ **Event Name:** \_\_\_\_\_  
**Phone/Email:** \_\_\_\_\_ **Booth # if Known:** \_\_\_\_\_

**POST-SHOW STORAGE SERVICE INCLUDES:**

- » Storing for up to 3 business days
- » Reloading onto customer-designated Carrier for outbound

Shipments are charged as per the total weight in pounds (lbs) of all items together. Rates will be calculated to the next 100lbs. There is a 200lbs minimum. No cancellations.

100 lb Skid Rate Category		Advance price per 100 lbs 200 lbs minimum	Standard price per 100 lbs 200 lbs minimum	Total Weight (lbs)	Total
Advance	Standard	\$100.00	\$125.00		

Piece/Box/Road Case/Tote Rate Category		Advance price per piece	Standard price per piece	Total Pieces	Total
Advance	Standard	\$35.00	\$50.00		

**Select a Payment Option**

VISA    MasterCard    AMEX    Cash/Cheque

Contact [accountsreceivable@tcuplace.com](mailto:accountsreceivable@tcuplace.com) to arrange payment. Credit card payments must be made over the phone and may incur additional charges. Cheques should be payable to TCU Place, and must accompany order.

Subtotal	
6% PST	
5% GST	
<b>Total</b>	

**Outbound Shipping Information**

Carrier				
Account #				
Shipment Dimensions				
Quantity of Each Shipment Type	# Boxes	#Skid/Crate: 4'x4'x4'	# Cases	# Bags
Date Shipped	Arrival Date			
Destination Address				

**Conditions That Apply To This Service**

You must pre-pay all shipping/freight charges. TCU Place will NOT be responsible for collect shipments or any customs charges. A 15% service fee will be applied for any customs or freight fees billed to TCU Place.

**PLEASE READ - FURTHER CONDITIONS THAT APPLY TO THIS SERVICE**

- » Outbound waybills and any other shipping documents are to be properly filled out and accompany the shipment at Exhibitor Move Out. If the documents are not properly filled out or do not accompany the shipment, we cannot guarantee the shipment will go out the next business day.
- » Any shipment not picked up by your designated courier 3 business days after the show will be subject to a \$250.00 per day storage fee.

\*Labour rates may apply. We regret that we cannot accept orders by phone. Payment in advance must accompany this order form. Retain one copy for your records and return this form with payment to TCU Place.

# POST-SHOW STORAGE LABEL

CONTACT NAME  
SENDER/SHIPPER

CONTACT NAME  
RECEIVER (IF DIFFERENT FROM SENDER)

SENDER PHONE NUMBER

TCU PLACE CONTACT NAME  
EVENT COORDINATOR/MANAGER

NAME OF EVENT

BOOTH NUMBER  
IF APPLICABLE

DATE OF EVENT

SHIP TO

NUMBER OF PIECES

OF



Each piece shipped from TCU Place must have label filled out and attached!  
Any shipment not picked up by your designated courier 3 business days after the show  
will be subject to a \$250.00 per day storage fee





# EXHIBITOR FOOD & BEVERAGE SAMPLING REQUEST FORM

THIS IS YOUR PLACE

TCU PLACE, 35 22ND ST E, SASKATOON SK, S7K 0C8

Event Name: \_\_\_\_\_

Event Organizer: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Organizer Email: \_\_\_\_\_

## EXHIBITOR INFO

Company Name: \_\_\_\_\_

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

Event Day Contact Name: \_\_\_\_\_

Company Phone #: \_\_\_\_\_

Event Day Cell #: \_\_\_\_\_

Website: \_\_\_\_\_

## FOOD & BEVERAGE SAMPLING

- » All Exhibitors offering food samples at an event must submit this form for approval.
- » This document does not replace or eliminate the need for other permits (eg. SHA Temporary Food Permits)
- » TCU Place retains full exclusivity to provide all food and beverage services in our venue.
- » Tradeshow event organizers and exhibitors may provide SAMPLES of their products only upon approval from TCU Place.
- » For those exhibitors that produce a food and/or beverage product and wish to provide sampling, please complete this form to request authorization from TCU Place.
- » The completed request form needs to be sent to the Tradeshow Event Organizer. (They will submit all requests to TCU Place on behalf of exhibitors.)
- » Exhibitors who have not received authorization for their food samples may have products removed from their booth.
- » Food sample requests must be made 6 weeks in advance.
- » Alcohol sampling requests must be made 2 months in advance.

- » All exhibitors must comply with local health and safety regulations and follow safe food handling.
- » All potentially hazardous food served or sold at the event must be prepared in a licensed kitchen or SHA approved kitchen and stored at safe temperatures during the entirety of the event. It is the exhibitor's responsibility to have warmers/coolers that meet the SHA food safety regulations
- » Some food items may require a temporary food permit (<https://bit.ly/sktemporaryfoodevents>) from the Saskatchewan Health Authority; this includes high-risk such as meat and dairy as well as items that are not pre-packaged. TCU Place will advise if a food permit is required (SHA requires a minimum of 2 weeks' notice for food permit applications).
- » All food samples must be bite-size portions (60 grams or 2"x2" or less).
- » All non-alcoholic beverage sample sizes must be 4 ounces or less.
- » Sampling of alcohol requires a permit from SLGA and must abide by all sampling size pour regulations (4 oz beer, 2 oz wine, 1/2 oz spirits). All product pourers must have a valid Serve It Right Saskatchewan certificate. See SLGA for current regulations. Permit must be provided to TCU Place and displayed during the entirety of the event.
- » Samples must be served in disposable containers and use disposable utensils which must be supplied by the exhibitor. Compostable packaging is encouraged.
- » Temporary food permits must be on display. Product ingredient list must be available at the tradeshow.

## CONDITIONS

- » Applications to apply for food and/or beverage sampling are limited to exhibitors that produce or bring to market a food and/or beverage product. Samples must be products that the exhibitor produces or brings to market.
- » All items must be related to the purpose of the show.
- » Samples may only be distributed from the exhibitor booth, and not in any pre-function or public spaces without written consent from TCU Place.

The information that I have provided is complete and accurate to the best of my knowledge. I further agree to comply with all local health and safety regulations and conditions listed above.

Product(s) to be Sampled: \_\_\_\_\_

Size of Portion: \_\_\_\_\_

Purpose of Offering Samples: \_\_\_\_\_

Method of Serving/Packaging: \_\_\_\_\_

**TCU PLACE USE ONLY**    APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_    EC: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Show Name: \_\_\_\_\_

Show Dates: \_\_\_\_\_

**THIS IS YOUR PLACE**

Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City & P/C: \_\_\_\_\_

Booth #: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

**FOR INQUIRIES PLEASE EMAIL: [technicalsales@tcuplace.com](mailto:technicalsales@tcuplace.com)**

	ADVANCE	ON-SITE	TOTAL
<b>POWER - SUPPLIED TO THE BACK WALL OF BOOTH</b>			
15 AMP - 120V - Standard Household	_____	_____	_____
Number of days (more than 2 days, additional \$20/outlet/day)	_____	_____	_____
<b><u>208 VOLT CONNECTION - Single-phase</u></b>			
30 AMP - 208V SERVICE	_____	_____	_____
50 AMP - 208V SERVICE	_____	_____	_____
100 AMP - 208V SERVICE (not available in Regal)	_____	_____	_____
<b><u>208 VOLT CONNECTION - Three-phase</u></b>			
30 AMP - 208V SERVICE	_____	_____	_____
50 AMP - 208V SERVICE	_____	_____	_____
100 AMP - 208V SERVICE (not available in Regal)	_____	_____	_____
<b>HIGH SPEED INTERNET ACCESS ( cost varies based on requirements)</b>			
Hardwired	_____	_____	_____
Wireless - <i>A wireless code will be provided</i>	_____	_____	_____
<b><u>LCD MONITOR - Due to limited inventory, only 32" monitors are available for on-site requests</u></b>			
32" with table stand	_____	_____	_____
42" with floor stand	_____	_____	_____
49" with floor stand	_____	_____	_____
58" with floor stand	_____	_____	_____
65" with floor stand	_____	_____	_____
75" with floor stand	_____	_____	_____

**SPECIAL REQUIREMENTS**

Subtotal \_\_\_\_\_  
 6% PST \_\_\_\_\_  
 5% GST \_\_\_\_\_  
**TOTAL AMOUNT PAYABLE** \_\_\_\_\_

**Please return this completed form to [technicalsales@tcuplace.com](mailto:technicalsales@tcuplace.com)**

\* On-site rates shown will apply to orders placed during show move in and event.

\*Labour rates may apply

\* We regret that we cannot accept orders by phone.

\*Payment in advance must accompany this order form

\*Credit card payments must be made over the phone (contact Accounts Receivable) and may incur additional charges

Retain one copy for your records and return this form with payment to TCU Place