

FANTASYLAND HOTEL

17700-87 Avenue, Edmonton, Alberta T5T 4V4
Phone: (780) 444-5500 Fax: (780) 444-5238

INFORMATION FOR TRADE SHOW EXHIBITORS

1. ELECTRICAL

Your booth space includes one 600watt duplex outlet

2. BOOTH SIZE

Your booth is 8 x 8 feet and includes a 6ft draped table and 2 chairs.

3. FLOOR CARRYING CAPACITIES

Beverly Hills Ballroom (A, B, C, D, or E)
100 Lbs. Per Square Foot

Service Elevator- Receiving Dock
5,000 Lbs.

4. HEIGHT & WIDTH MEASUREMENTS

Beverly Hills Ballroom
15' to Ceiling; 8'10" to Bulkhead

Loading Dock Door
12' High; 15' Wide (Outside)
6'9" High; 5'10" Wide (Inside)

Service Elevator- Receiving Dock
8' High; 8' Wide

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5. ACCESS

The loading area leading to the Ballroom is accessible as follows:

- a) Through the loading dock situated at the front of the Hotel, to the left of the Lobby doors. Entrance #52

The loading area to Conference meeting rooms is accessible as follows:

- a) Through the #52 entrance of the Fantasyland Hotel. For parking, there is a vast parking lot outside entrance #1, #2, #51, #52

6. **SHIPPING INSTRUCTIONS**

All material should be shipped PREPAID and scheduled to arrive not earlier than one day prior to function.

Please include the following:

1. Name of Convention
2. Dates of Convention
3. Name and Address of Sender
4. Name of the Catering Consultant
5. Name of Broker (if shipped outside Canada)

If more than 3 exhibits or items are heavier than 300 lbs., all items must be handled by one moving company or broker. The moving company or broker is to deliver the items on the actual day of set-ups and remove all empty containers and store them at their facilities (not in Hotel). On the day of removal of exhibits the moving company or broker should return with empty containers and remove exhibits.

Shipping labels below.

THE RETURN OF SHIPMENTS IS THE DIRECT RESPONSIBILITY OF THE GUEST. GOODS NOT SHIPPED WITHIN THREE DAYS AFTER THE FUNCTION WILL BE DISCARDED. ARRANGEMENTS MAY BE MADE WITH THE BANQUET MANAGER.

Sender's Name: _____

Company: _____

Address: _____

Phone: _____

Via Shipping Company: _____

Waybill #: _____

Ship to: **Fantasyland Hotel Conference Centre**

17700 - 87 Avenue, Edmonton, Alberta, Canada, T5T 4V4

Attention: _____

Conference Name: _____

Conference Date: _____

Box ___ of ___ (Total # of boxes in shipment)

