

**SUPERTRAIN 2025**  
**Show Guidelines**  
**Issue 250111**

**This document will be periodically updated as the processes in our new venue are clarified. Changes from the previous issue will be in red font.**

**Applications:** We will be committing to floor layouts after mid-January. Applications or changes to applications after this will be honoured if possible, but at lower priority, so best get yours in earlier. For a preferred location, or to be close to a specific exhibitor, indicate it (or them) on the application form. We will do our best, but no guarantees. Keep your application confirmation email, as it has important links for follow-up.

**Show Passes:** Exhibitor and Volunteer badges will be distributed individually at the Show Office, not to exhibitor groups as a package. Group members who arrive separately from their group must pick them up before entering the show area. A list of pre-registration participants will to be kept at the Show Office.

Be sure to add all required badges at the link in the application confirmation email, so that they can be pre-printed. Additional badges required after the pre-registration cutoff time a week before the show will be charged a small fee to be donated to the Food Bank. We recommend that you bring your own badge holders; additional holders will be available at the Show Office for a small fee.

Request exhibitor passes only for those actively participating with your exhibit. Non-participants accompanying you should purchase day tickets as must other visitors. Those who volunteer for one or more shifts will get volunteer badges valid both days.

**Dates/ Times:**

<b>Fri 4 Apr</b>		<b>Sat 5 Apr</b>	
08:00	Floor markup and booth/ support items setup	07:00	Building open to exhibitors; Show Office near the Main entrance
10:00	Exhibitor sign-in opens at Show Office at loading door	09:00	Show opens
11:00	(Approx) start Exhibitor load-in	17:00	Show closes
20:00	Set-up mostly complete	<b>18:00</b>	Building closes
20:30	Loading dock closes	<b>Sun 6 Apr</b>	
21:00	Building closed	08:00	Building open to exhibitors; Show Office near the Main entrance
		09:00	Show opens
		17:00	Show closes; teardown starts
		<b>20:00</b>	Building closes

**Sign-in:** The Show Office for sign-in will be located at the loading dock on Fri and near the Main entrance on Sat/ Sun.

**Load-in:** Full load-in information will be emailed about a week before the show; this is a summary.

**See Annex for shipping to the Olympic Oval.**

There is one large loading dock for both building access and for passage of vehicles into the building. There will be three options for loading in – drive in the building to unloading areas (only on Friday); unload at the dock for vehicles over 10’2” high (confirm the height of trucks/ trailers before arrival); and carry in.

**ALL LOADING/ UNLOADING** must be from the Oval Loading Dock UNLESS other arrangements have been made in advance. **Only the smallest of hand-carried loads (eg not more than two file boxes carried by hand) may be brought into the Oval through the pedestrian access. No wheeled carts may be used through the pedestrian access.**

Exhibitors must sign in before bringing vehicles to the loading dock. A load-in sequence number will be assigned at sign-in. Those with trailers must provide the trailer licence numbers. The Logistics Coordinator will inform your group representative when your number is coming up. You are expected to be available immediately you are informed you that the dock is ready, to unload as quickly as possible to a staging area, and to leave again immediately the vehicle is unloaded.

Large trucks/vehicles will need to back down the ramp, as there is insufficient room to turn around in loading area.

For those unloading in the building, speed is limited to 10km/hr. **Once parked, immediately shut off the vehicle and place a drop cloth under the engine.** There may be a limit on the number of vehicles on the show floor at one time because of exhaust fumes. Some areas cannot be driven over, the Logistics Coordinator will provide instructions.

A map for access to the loading area is below, showing the routes from 24 Ave NW. Access to the Olympic Oval for loading/unloading will be from 24 Ave NW to the Oval loading dock, entering Gate 7 and exiting Gate 6. Routing will be as illustrated. Vehicles may be staged along the north side of Yamnuska Hall and/or Lot 43. Drivers should proceed to the Oval Dock only when directed, to avoid vehicle turn-around conflicts.

After 16:00 Fri and for post-show loading, Lot 47 would be the best spot for people waiting in regular unibody vehicles (Staging Zone #2). Oversized and trailered units can wait on the north side of Yamnuska Hall (Staging Zone #1 and existing designated pick and drop area).

The Lot 5 loading dock (southeast side of Oval) can not be used except for priority exhibitors with special requirements and advance notification.

Carts and volunteers will be available to assist moving exhibit materials. Once unloaded, exit the building immediately. The map shows the route from the loading dock to the parking area. There is no long-term parking at the loading area.

Items additional to pre-orders (tables, chairs, electrical cords, etc) should be available. Payment should be made at the Show Office on a cash/ credit card basis. Items moved from other exhibits without approval will be charged \$150 per table and \$20 per chair.

**Electrical Connection:** Electricity will be available to all exhibitors, but you will need your own extension cord for that 'last mile'. We recommend extensions up to 100'; a limited number will be available for rent at the show.

**Exhibit Presentation:** We do not have any walls. Booths, and Hobby layouts with less than four sides to the public, will be situated back-to-back with a curtain drape between them for a wall. To maintain a professional appearance, we request that all aisle facing tables or benches be skirted. Hobby layout displays should be mainly scenicked, although some un-scenicked areas are interesting to audiences looking at 'how we do it'.

Exhibits with steaming or smoking displays can cause some people lung irritation; and therefore, we do not allow them. If your exhibit has such devices, explain to us why they are not an issue.

**Move-Out: Exhibit breakdown must not start before 17:00!!** Carts and volunteers will be available to assist in moving exhibits to a staging area by the loading door. If your vehicle will be driving in, your materials can be staged at your location.. When fully staged and ready to load, see the Logistics Coordinator for a dock/ drive in sequence. Exhibitors travelling a longer distance on Sunday evening will have priority for loading. Move-out vehicles will be allowed into the floor on the same conditions as for move-in. Further instructions on move-out may be provided as we finalize the procedures.

The show contractor will be removing drapes and support items in parallel with exhibit breakdown. You are requested to move all your exhibit items from show-provided tables into a staging position at your exhibit immediately after show close, so that the show contractor can remove their items.

**Gala:** We will not be holding a Gala this year. There are numerous restaurants in the area.

**Show Hotel:** The Show Hotel is the ALT Hotel Calgary University District 482 Mclaurin St, NW, Calgary, Alberta, T3B 6K3, a few minutes walk from the Oval. Price is \$155CAD for a twin or double room, a significant discount from the regular room rate. They currently have a deadline for booking of 1 March; we will try to have that extended.

To get the reduced rate use this booking link for SUPERTRAIN:

<https://reservation.germainhotels.com/ibe/details.aspx?propertyid=17294&nights=1&checkin=4/3/2025&group=2504SUPERT&lang=en-us>

**Volunteers:** The show runs on volunteers. A request for volunteers will go out closer to the show. We understand that exhibitors with smaller displays cannot easily volunteer; for larger displays, try to sign up for at least as many shifts as you have participants. The Show Office will issue Volunteer badges and confirm your duty tasks and shifts. Volunteer badges are good for the entire weekend. Volunteers will be reimbursed for parking for each day of volunteering – bring your parking receipt to the Show Office. Exhibitors who are not volunteers must pay their own parking.

**Security:** Security volunteers in orange vests will be watching for problems and lost parents. If you are alone in your exhibit, they can provide a quick break for you for the usual purposes. Most visitors are honest enthusiasts, but it is still wise to ensure your exhibit is always manned during show hours.

**Food Trucks:** There is a food court, and we are investigating how many stations will be open for the weekend. We may also have food trucks on show days. More info to follow.

**Parking:** Parking is plentiful; the rate is \$10 per day. Be sure to register in at the machines.

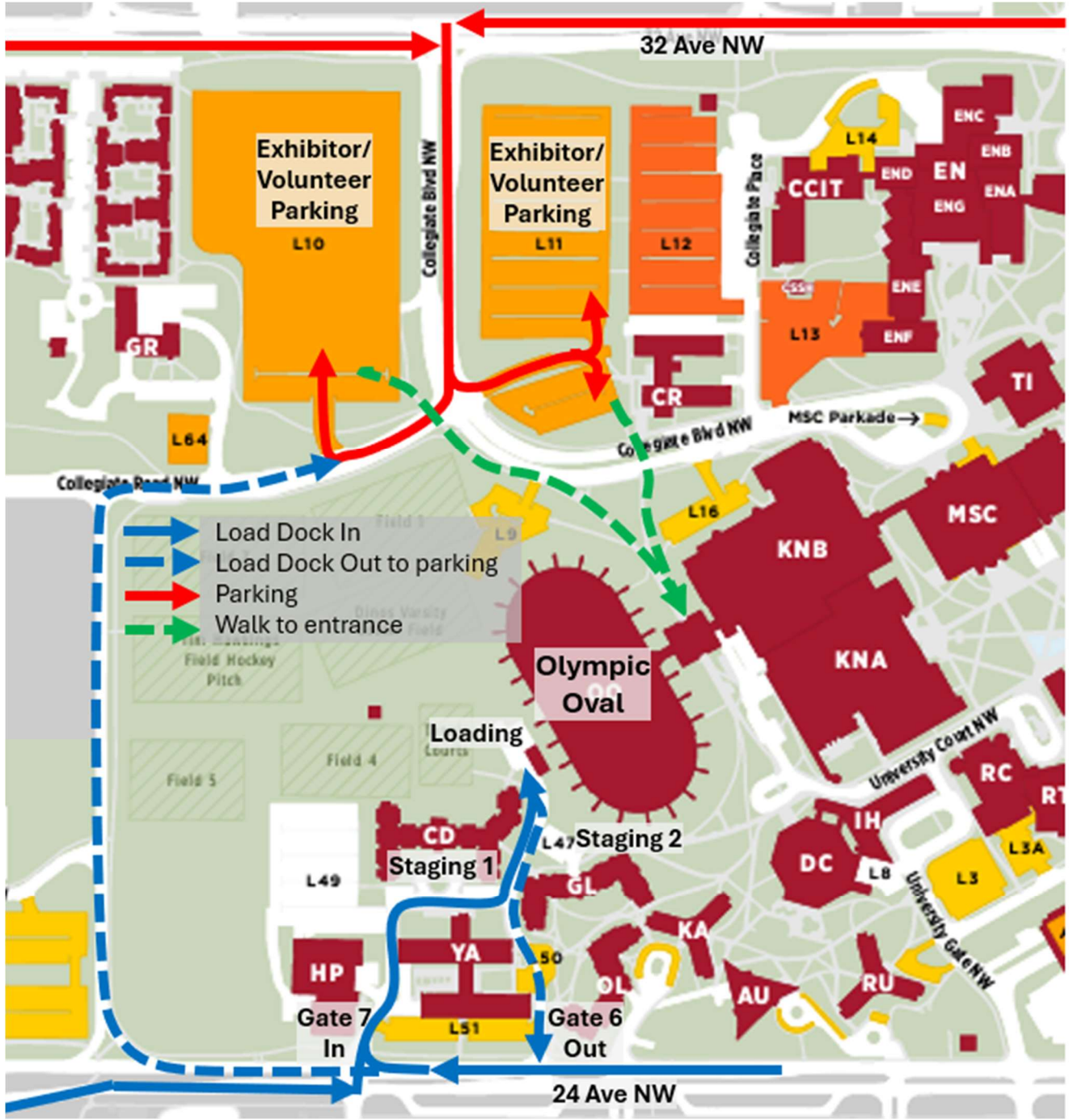
Park in the L10/ L11 spaces on the map below. The small spaces closer to the Oval should be reserved for show visitors.

- **Fri 4 Apr:** Regular university operating day. SUPERTRAIN participants should use Day Parking Lots 10 and 11 until 15:30. After 15:30, almost any parking lot becomes available. Fees apply. Do **not** park in Reserve lots, Service Zones or Residence parking lots.
- **Sat 5 Apr 5/ Sun 6 Apr:** Any lot is available for ST participants and attendees unless posted otherwise. Do not park in Service Zones or Residence parking lots. Fees apply.
- **No overnight RV parking on campus.**
- **Over-length (non-Standard) vehicles must park in Lot 10.**
- **Trailers must be parked in Lot 10.**

Figure 1 – Venue and Show Offices

TBD

Figure 2 – Load Dock Access and Parking



## Annex: Shipping to Olympic Oval

1. Recommended: **ship in advance** to university, using this address:

Attn Katie De Boer / Re: ST2025  
Olympic Oval, Faculty of Kinesiology  
2500 University Drive NW  
Calgary, AB, Canada  
T2N 1N4

Goods shipped so addressed will go to central receiving and then (usually same day if received early morning, next day otherwise) go to the Oval via internal distribution services. It is critical that there be info on the lading paperwork that the load(s) must be at the Oval no later than Thursday April 3. Likewise, that we know the shipment's location so we can track it too. Katie is OK with goods arriving earlier than Friday April 4.

2. Take a chance and **ship directly** to the Oval. This will depend on the shipper's relationship (and willingness to deviate from prescribed practice) with the University (ignorance is bliss). The Oval address would be:

Attn Katie De Boer / ST2025  
Olympic Oval, West Loading Dock  
288 Collegiate Blvd NW  
Calgary, AB  
T2N 1N4

Katie has supplied an info sheet for direct loads, that should be included with info sent to exhibitors intending to ship in advance. It is attached. If a shipment arrives on campus on Friday April 4 and goes to central receiving there is a significant risk that it will not get to the Oval on that same day. And there is no internal distribution on the weekend.

The return process is similar, pick-up on Monday by internal distribution, then shipped out later Monday or Tuesday from central receiving. This works for pre-paid shipments.

### Appendix: Instructions for Delivery to The Olympic Oval West side

Access via Ulrich Road NW from 24th Avenue NW.



Turn at entrance #6.





Follow past residence buildings, down the ramp at the end to loading dock area.  
Can use parking lot #47 to turn around.



Large trucks/vehicles will need to back down the ramp, as there is insufficient room to turn around in loading area. If the driver is unable to back down the ramp, we will be unable to accept delivery due to University safety regulations.



Phone contact:

Operations 403-220-7905