



## Table Booking Vendor Information

- **All table bookings must be made a minimum of two weeks in advance -no exceptions.** Tentative bookings are subject to cancellation by MacEwan Conference & Event Centre.
- **Full pre-payment is required.** We accept, cash, VISA, MasterCard.
- **Table bookings are available from 8:30 am – 4:30 pm, Monday to Friday from September to April (except holidays).** If you require additional time outside these hours or if your booking goes past 4:30 pm, additional charges of \$25 per hour, plus taxes may apply.
- **Food and/or beverage** (including candy, fresh or package goods) are **NOT allowed** to be sold or given away at any time.
- **Solicitation en masse** to everyone walking by is **prohibited**. Passersby must approach your table first before you give away or sell any information or product to them.
- You must remain within three feet of your table. **Soliciting inside the food court, courtyards, or meeting areas is not permitted.**
- A maximum of two freestanding signs (max. 2 feet wide) are permitted behind or beside your table, only if it does not infringe upon fire exit lanes, other tables, etc.).
- **Power is available only at specific tables.** Please see the tables map for locations. Extension cords are available to rent. Any power plugs that are higher than reaching height **MUST** be plugged in by a MacEwan Conference & Events' employee. For liability reasons, your feet are not allowed to leave the floor to plug in any items.
- Only masking tape may be used for posters and signs on tables.
- Tents are not permitted at any time.
- **Music is allowed** at your table; however, the volume must be at a conversational level at maximum. If the music volume is too loud, privileges will be revoked at 2<sup>nd</sup> warning.
- **When having music at your table, we are obligated to collect the government music tariffs accordingly.** This must be paid prior to playing any music. (SOCAN and Re:Sound Tariffs).
- We do not offer storage of any equipment, marketing materials, etc. All items and signage from your table must be removed at the end of the day. A clean up fee will be automatically added to your booking if items are left.
- **The MacEwan Conference & Event Centre are not responsible for lost or stolen items.**