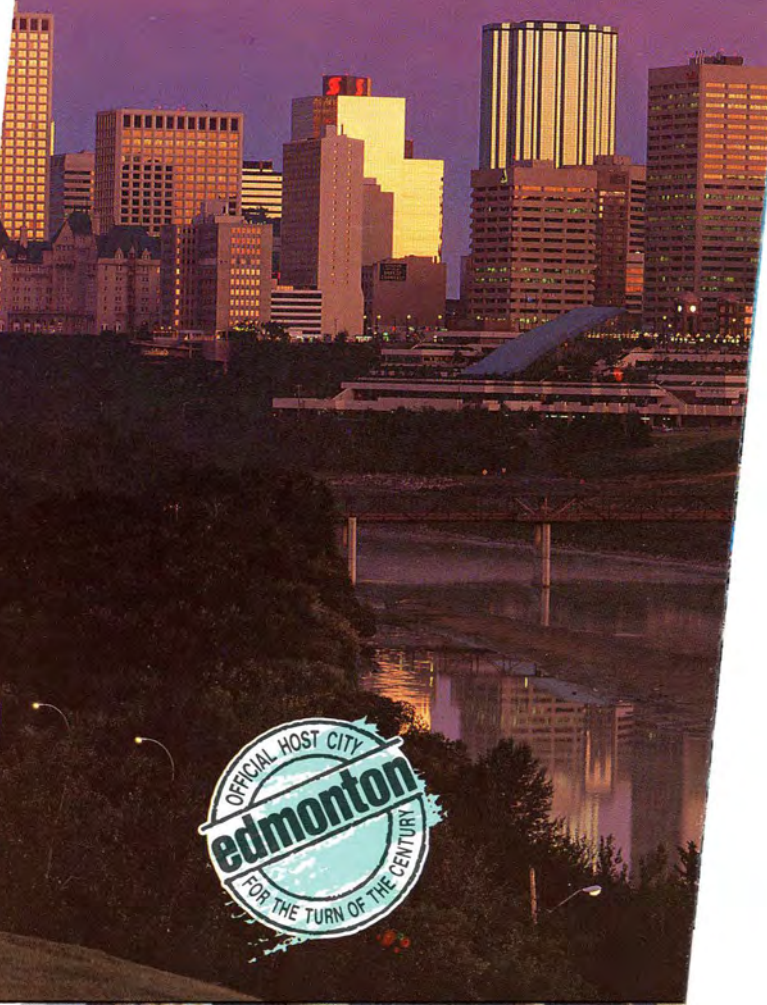


1990 · 1991 · 1992 · 1988
1993 · 1994 · 1995
1996 · 1997 · 1998 · 1999
2000 · 2001 · 2002 · 2003

OFFICIAL HOST CITY
edmonton
FOR THE TURN OF THE CENTURY

Edmonton

Your Official
Host City



Edmonton

Attractions

EDMONTON TOURISM



**A Guide
to Things to
See and Do ...**

**1990/1991
ALBERTA
CANADA**





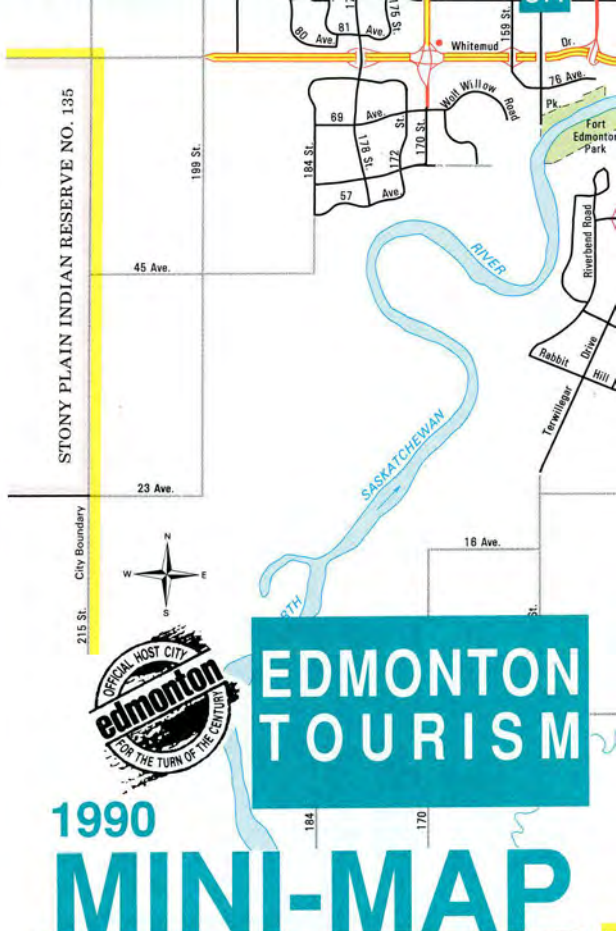
WEST EDMONTON MALL

The World's Largest
Fun, Fashion and
Entertainment Centre!



FORT EDMONTON PARK





EDMONTON TOURISM

1990 MINI-MAP

AND ACCOMMODATION GUIDE EDMONTON CONVENTION AND TOURISM AUTHORITY

Visitor Information Centres

- Edmonton Convention Centre
9797 Jasper Avenue - West Door
Phone 422-5505
- Gateway Park
2404 Calgary Trail Northbound S.W.
Phone 988-5455
- Hwy. 16 East & West (Summer Only)
- Edmonton International Airport

Administration Office

Edmonton Convention
& Tourism Authority
9797 Jasper Avenue, No. 104
Edmonton, Alberta, Canada T5J 1N9
Phone (403) 426-4715 weekdays
Fax (403) 425-5283

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PRINTED IN CANADA



EDMONTON - THE HOST CITY

ATTRACTIVENESS AND INTERNATIONAL MARKETABILITY OF THE CITY

Welcome to Edmonton! Bienvenue a Edmonton!

Edmonton has a tradition of welcoming the world whether as host city for the 1978 Commonwealth Games, 1983 World Student Games, International Winter Cities Show Case in 1988 or the Pacific Asia Travel Association in 1990. Its location, attractions, and people make it an attractive destination.

Edmonton, with a metropolitan population surpassing 785,000, is the capital of Alberta, and the fifth largest city in Canada. Located close to at the geographic centre of Alberta at 665 metres (2,182 feet) above sea level, Edmonton covers an area of 699 square kilometres (270 square miles).

Edmonton originated as a fur trading post in 1795 when William Tomison established the first Fort Edmonton for the Hudson's Bay Company. In 1904, Edmonton was incorporated as a city and a year later designated the capital of the new province of Alberta. In 1947, the discovery of oil at nearby Leduc firmly established Edmonton's present and future prosperity.

What are some of Edmonton's attractions?

Recreation

Edmonton has more park space per capita than any other North American city and it has been declared a Green Survival City by the North American Association of Nurserymen. Capital City Recreation Park extends along the river valley for 16 km (10 miles), offering 55 km (33 miles) of hiking, biking and skiing trails. Along the river valley are numerous golf courses, boat launches and picnic sites.

Edmonton is close to Elk Island National Park and the famous Jasper and Banff National Parks.

Sports

Edmonton is a major sports centre with unmatched facilities and activities for both players and fans. It is home of the 1984, 1985, 1987 and 1988 Stanley Cup champions, the Edmonton Oilers of the National Hockey League (NHL); the Edmonton Eskimos of the Canadian Football League (CFL); and the Edmonton Trappers of the Pacific Coast Baseball League. Facilities include the 18,000 seat Northlands Coliseum, and the 61,000 seat Commonwealth Stadium, which was the site of the 1984 CFL Grey Cup competition.



Arts/Culture/Entertainment

As Edmonton grows, so does its cultural and entertainment facilities. Live theatre facilities in the city include the acclaimed Citadel which underwent a \$10 million expansion in 1984. The Northern Alberta Jubilee Auditorium is home to the Alberta Ballet Company, the Edmonton Opera Association and the Edmonton Symphony. In addition, there are numerous public and private museums and art galleries in the city.

More than 2000 restaurants offer a full range of dining experiences with over 40 ethnic foods represented and Edmonton's night spots provide for every taste.

Shopping

Edmonton is a shopper's mecca. Alberta has no retail sales tax and visitors from the U.S. enjoy an attractive exchange rate.

In the downtown area an ever expanding system of underground and skywalk pedways link major shopping complexes, office buildings, hotels and underground stations of Edmonton's state of the art light rail transit system.

The world's largest entertainment and retail complex, West Edmonton Mall, with over 800 stores under one roof is located in Edmonton.

Community Facilities

The University of Alberta, Canada's second largest university is located here.

Edmonton has world class health care facilities. The newest facility is the Walter C. Mackenzie Health Sciences Centre, a \$420 million medical complex which opened in 1982.

The People

Edmonton's cosmopolitan atmosphere is enriched by the multi-cultural origins of its population. Over 50 nations are represented. There are approximately 400 ethnic organizations in Edmonton which play an active role in the city's business, cultural and social environment.

Edmonton is a Festival City. Where many cities have one or two festivals a year, Edmonton has continuous celebration. May brings the International Children's Festival, followed by The Works (a visual arts festival), Jazz City, Klondike Days, Summerfest, Edmonton Folk Music Festival, Fringe Theatre, Heritage Days, and Snowflake Fantasy (a unique winter festival). These festivals attract thousands of participants and most activities centre on the downtown area.



EDMONTON FAST FACTS

POPULATION proper 605,538 metro 785,500

AREA proper 70,152 hectares - 270 square miles
metro 438,160 hectares - 1,691 square miles

CLIMATE Average Temperatures

	<u>SPRING</u> APRIL	<u>SUMMER</u> JULY	<u>FALL</u> OCTOBER	<u>WINTER</u> JANUARY
High	10°C (52°F)	23°C (75°F)	11°C (54°F)	-11°C (16°F)
Low	-1°C (30°F)	12°C (56°F)	0°C (32°F)	-19°C (0°F)
Mean	4°C (40°F)	17°C (66°F)	6°C (44°F)	-15°C (2°F)

Average Annual Rain Fall 33 cm (13") Average Snow Fall 132 cm (55")

Average Hours of Daylight 12.32 hours (in June, up to 16 hours of daylight)

TRANSPORTATION Located in the geographic centre of Alberta, Edmonton is 514 kilometres (320 miles) north of the Montana, U.S.A./Canada border.

Edmonton Municipal Airport Located to the north of downtown core. One way cab fare is approximately \$6.00 to city centre.

Edmonton International Airport Located 29 km (18 miles) south of the city. One way cab fare to the city centre is approximately \$29.00. Grey Goose Lines offer shuttle bus service. Bus fare is \$8.50 one way or \$13.00 return.

Airlines AirBC, Air Canada, America West Airlines, American Airlines, Canadian Airlines International, Delta Air Lines, Northwest Airlines, NWT Air, and Time Air.

Rail Situated on VIA Rail's Route (Toronto, Winnipeg, Saskatoon, Edmonton, Jasper, Vancouver).

Highways Located on the Yellowhead Highway, the other Trans Canada Highway.
294 km (184 miles) north of Calgary
362 km (226 miles) east of Jasper
404 km (252 miles) northeast of Banff

Public Transportation Edmonton Transit operates 10.3 km (6.4 miles) of Light Rail Transit and hundreds of miles of bus routes. Fare: \$1.25 (transferable with bus system).

RESTAURANTS 30 different types of cuisine are offered in some 2,000 restaurants.

continued over ...



MAJOR ATTRACTIONS

- AGT Vista 33 and Museum
- Alberta Legislature Building
- Canada's Aviation Hall of Fame
- Edmonton Art Gallery
- Edmonton Space and Science Centre
- Fantasyland/West Edmonton Mall
- Fort Edmonton Park
- John Janzen Nature Centre
- Muttart Conservatory
- Old Strathcona Historic Area
- Provincial Museum of Alberta
- Rutherford House
- Strathcona Science Park
- Telephone Historical Information Centre
- Ukrainian Canadian Archives & Museum
- Valley Zoo
- Alberta Railroad Museum
- Alberta Wildlife Park
- Elk Island National Park
- Ukrainian Cultural Heritage Village
- Devonian Botanic Garden

ANNUAL MAJOR EVENTS

- Winter Festival (February)
- Northlands Superodeo (March)
- International Children's Festival/Teen Festival (May)
- Jazz City (June/July)
- The Works (June/July)
- Edmonton Street Performers Festival (July)
- Klondike Days (July)
- Heritage Festival (August)
- Folk Music Festival (August)
- Fringe Theatre Event (August)
- Canadian Finals Rodeo (November)
- First Night Festival (December)

PROFESSIONAL SPORTS

- Thoroughbred or Harness Racing (March to November)
- P.C.L. Baseball:
 - Edmonton Trappers (Apr.-Aug.)
- C.F.L. Football:
 - Edmonton Eskimos (June-Nov.)
- N.H.L. Hockey:
 - Edmonton Oilers (Oct.-April)
- C.S.L. Soccer:
 - Edmonton Brick Men (June-Sept)

HOTELS & MOTELS

8,000 hotel and motel bedrooms, including the national and international properties:

- | | | |
|-----------------------------------|--------------------|-----------------|
| Best Western | Hilton Int'l | Sheraton Hotels |
| Canadian Pacific Hotels & Resorts | Ramada Renaissance | Travelodge |
| Coast Hotels | Relax Inns | Westin Hotels |
| | Sandman Inns | |

MAJOR FACILITIES

- | | |
|----------------------------|-----------------------|
| Citadel Theatre | Kinsmen Sports Centre |
| Commonwealth Stadium | Northlands AgriCom |
| Edmonton Convention Centre | Northlands Coliseum |
| Jubilee Auditorium | University of Alberta |

HISTORY

- 1795 - Fur trading fort established by the Hudson's Bay Company
- 1897 - Klondike Gold Rush
- 1904 - Edmonton incorporated as a city
- 1905 - Alberta became a province with Edmonton the capital city
- 1926 - Blatchford Field became first public licensed airfield in Canada
- 1947 - Leduc Number One oil well strikes oil
- 1960 - Edmonton International Airport opened
- 1978 - Hosted the XI Commonwealth Games
 - Light Rail Transit (LRT) service commenced
- 1982 - Edmonton Eskimos win fifth consecutive Grey Cup (Canadian Football League)
- 1983 - Hosted the twelfth World University Games (Universiade)
 - Opening of the Edmonton Convention Centre
- 1984 - Completion of Edmonton Northlands AgriCom
 - Edmonton Oilers win first Stanley Cup (National Hockey League)
- 1985 - West Edmonton Mall Phase 3 opened (Phase 1-1981, Phase 2-1983)
- 1990 - Edmonton Oilers win fifth Stanley Cup (National Hockey League)

SUPPORT MATERIALS

WHY PLAN YOUR NEXT CONVENTION IN EDMONTON?

The Edmonton Convention and Tourism Authority, (ECTA) in conjunction with the convention and trade show industry partners, markets Edmonton as a major Canadian and International destination.

Through member organizations, ECTA provides a central point of contact to reach our partners. Assistance is also available to help coordinate all aspects of securing a meeting or trade show for Edmonton. We'll also assist in promoting the event once it's secured. We'll help assemble your local activities and we offer a free Housing Bureau service to coordinate accommodation.

Within the Conference and Trade Show Marketing Division, the professional staff of Edmonton Convention and Tourism Authority are available to meet with your planning committee to coordinate every facet of your meeting or trade show.

If you're a member of an organization that may be invited to convene in Edmonton, we can assist you in preparing and submitting an invitation. Our sales staff attend major trade shows and plan special promotions in our major market areas in Canada, U.S.A. and internationally. They can work with key planners or call on your executives to promote Edmonton as their meeting destination.

SECURING YOUR BID

In order to secure your conference or trade show, our professional staff will help coordinate your bid invitation. We will also help with assistance to travel outside of Edmonton to present the invitation. We will even accompany you to the invitation presentation to lend support, arrange the coordination of support letters from the Mayor, Premier or Government Minister and supply promotional literature, pins and audio visual materials.

Once your event is secured, ECTA will provide promotional materials to further promote Edmonton at a preceding conference. And, we will assist in securing 'official' air carriers for your event in Edmonton.

When you begin planning your event programme, ECTA will gladly counsel you in developing social, companion, and children's activities. We will ensure you have access to our list of suppliers for entertainment, transportation and theme evenings. And, don't forget our offer to help coordinate your hotel requirements.

BID CRITERIA AND HOST CITY REQUIREMENTS

The Conference and Trade Show Marketing Division can help you answer or complete questions for your groups' bid criteria or meeting requirements.

ATTENDANCE

To stimulate attendance at convention, we'll provide literature and a selection of slides for promotional purposes. The literature can be used at the preceding convention and/or as a mailing piece to accompany registrations forms. A video presentation is also available on a loan basis and in many formats.

EDMONTON HOUSING BUREAU

Edmonton Tourism can secure bedroom blocks and function space on your behalf. When the number of guests exceeds the available bedroom space at any two hotels, we'll coordinate a central housing bureau for your meeting or convention. Requests for the Edmonton Housing Bureau should be directed to Services and Housing Bureau Coordinator, #104, 9797 Jasper Avenue, Edmonton, Alberta T5J 1N9. Telephone: (403) 426-4715 Fax: (403) 425-5283.

LETTERS

Requests for letters of welcome from the Mayor, Premier or Government Minister should be directed to the Edmonton Convention and Tourism Authority, #104, 9797 Jasper Avenue, Edmonton, Alberta, Canada T5J 1N9 to the attention of the Manager, Conference and Trade Show Marketing.

DELEGATE REGISTRATION

Visitor literature is available simply by asking. Name tags, plastic holders and literature folders are all available at cost. Please contact Services Coordinator

#104, 9797 Jasper Avenue, Edmonton Alberta T5J 1N9
Telephone (403) 426-4715 Fax (403) 425-5283.

CUSTOMS

Guidance is available to conference and trade show organizers to help facilitate the shipping of materials and equipment into Canada. Edmonton Convention and Tourism Authority will coordinate contact with Canada Customs and customs brokers.

SUPPORT MATERIALS

SUGGESTIONS FOR A SOCIAL PROGRAM

An evening at:

- A. The Citadel Theatre
- B. The Jubilee Auditorium
- C. Stage West Theatre Restaurant
with buffet dinner
- D. The Red Barn
with steak dinner and western entertainment
- E. Fort Edmonton Park
outdoor barbecue
western or Klondike entertainment
- F. Edmonton Convention Centre
Casino
outdoor theme party or barbecue
- G. Edmonton Northlands
Casino with Klondike theme (Note: Costumes for theme evening are available at numerous rental companies throughout the city)
- H. West Edmonton Mall/Canada Fantasyland
- I. Murder Mystery Evening
- J. Rutherford House
Edwardian Dinner

SUGGESTIONS FOR COMPANIONS

Tours

- A. Muttart Conservatory
Lunch or tea in the Treehouse Cafe
- B. Fort Edmonton Park
with lunch on site
- C. The Alberta Wildlife Park
with dinner at the Red Barn
- D. West Edmonton Mall/Canada Fantasyland
- E. Provincial Museum of Alberta
- F. Alberta Legislature Building & Grounds
- G. River Valley Outdoor Centre
cycling, canoeing, nature walks, gold panning
- H. Edmonton Space Sciences Centre
- I. City Tours
- J. Gallery Walk
- K. Old Strathcona Walking Tour
- L. Andrew Wolf Wine Cellars Tour
- M. Multicultural Heritage Centre with lunch
- N. Ukrainian Cultural Heritage Village

Seminars

- A. Colour Analysis and Wardrobe Coordinating
- B. Aerobic Fitness
- C. Financial Planning
- D. Plant Care
- E. Computer Seminar
- F. MacPhee Workshop
demonstrations/fashion show
- G. A Klondike Apparel Fashion Show

SUGGESTIONS FOR A YOUTH PROGRAM

Visitations

- A. West Edmonton Mall
- B. Alberta Legislature Building and Grounds
- C. Provincial Museum of Alberta
- D. Fort Edmonton Park and the John Janzen Nature Centre
- E. Canada's Aviation Hall of Fame
- F. AGT Vista 33 - View Gallery and Museum
- G. Alberta Wildlife Park
- H. Capital City Recreation Park
- bike or hike along the 16 kilometres (10 miles) of trails
- I. Muttart Conservatory
- J. Commonwealth Stadium
- home of the Edmonton Eskimos
- K. Northlands Coliseum
- home of the Edmonton Oilers
- L. Kinsmen Sports Centre
- hold mini olympics
- M. Wild Waters Edmonton
- a river ride with pool and slides
- N. Edmonton Police Museum
- O. Valley Zoo
- meet the zookeeper
- P. River Valley Outdoor Centre

CONVENTION PLANNING GUIDE

SUCCESSFUL CONVENTIONS NEED CAREFUL ADVANCE PLANNING

Whether the convention you are planning is large or small, the organization formula will vary little. This formula requires:

1. Clear objectives
2. A good overall plan
3. Organized manpower to implement the plan
4. Sound financial administration

A good overall plan takes into account the many scores of details that need not be anticipated and provided for. Whether a convention is a success or not depends upon how well it has attained the goals determined in advance by the sponsors. Too many conventions fail in their prime purpose because those responsible have not had a clear cut conception of the objectives to be reached or goals achieved by the convention. Most conventions have a deeper and more important purpose than enjoyable luncheons, dinners and receptions, which are usually designed simply as an effective setting under which the real objectives of the convention can be attained.

HANDY TIPS FOR ORGANIZING THE CONVENTION PLANNING COMMITTEE

- A. General Chairman:**
Responsible for the easy and coordinated action of the entire committee structure. Reports to the Executive Committee of the convening organization.
- B. Vice-Chairman:**
Acts for the General Chairman in his absence or incapacity and cooperates generally with him on all matters.
- C. Treasurer:**
Is custodian of all monies and maintains all financial records and pays all bills after proper certification. It is desirable that this person be bondable.
- D. Secretary:**
Maintains all files and records of the organization, issues calls for and keeps minutes of Executive Committee and General Committee meetings, and handles all general correspondence.
- E. Executive Secretary:**
Needed only in large and complex set-ups. Relieves officers and committees of matters not readily handled. Works with the General Chairman. This office may warrant a full-time salaried executive for a reasonable time prior to, during and after the convention. In fact, many organizations already have on staff a permanent executive secretary who would naturally fill this role.

FUNCTIONAL COMMITTEES

Each functional committee should be given clear and specific instruction concerning the duties with which it is charged. Very often, confusion arises when the local committee's activities and the national headquarters activities are not coordinated. Unnecessary errors or duplication sometimes may result.

FINANCE & BUDGET COMMITTEE

The Budgetary Committee is the most important committee. It will handle all finances and determine how much can be spent and where, and will set the registration fees. An outline of the usual expenses encountered are shown in the following sample budget.

EXPENSES

Mailing and Postage: _____

Printing: Pre-mailings, programmes, tickets, etc. _____

Signs and Decorations: _____

Speakers and Invited Guests: _____

Registration Desk Staff and materials: _____

Extra Help - What Kind? _____

Local Transportation: _____

Translation Services and Equipment _____

Entertainment: _____

Exhibit and Exhibit Space: _____

Meeting Room Rental, Reception: _____

Nutrition Breaks: _____

Cost of Meals, (whether borne by delegates entirely) _____

Gratuities: _____

Other Facilities: (P.A. System, Sound Recordings) _____

Gifts: _____

Companion Programme: _____

Miscellaneous: _____

INCOME

Registration Fees - (Delegate & Companion): _____

Partial Registration: _____

Override on Functions: _____

Contributions and/or Sponsorships: _____

Parent Body Financing: _____

Exhibit Space Rental: _____

Other: _____

CONVENTION PLANNING GUIDE

The Finance and Budget Committee should also keep in mind the following important points:

- () Who will make payment for the various functions
- () When is payment due
- () What is the policy on accepting cheques
- () What is the policy on refunds
- () Ticket prices for various functions
- () Who will check out funds at the start and check in at the close of each session or function
- () When is payment due to speakers
- () When is payment due to the extra help
- () What is the cost and number of meals (estimate "high" as to cost)
- () What is the guarantee on final number of meals (estimate "low" as to guarantee at the time)

HOUSING COMMITTEE

The Housing Committee is set up to assure satisfactory accommodation for all guests and delegates. This Committee will work with the hotel manager and the hotel staff. The hotels in Edmonton have experienced, professional staff to handle this type of business.

- () Make a tentative booking of required number of rooms in hotels and motels.
- () Information on hotels and their regular or special convention rates to send out as promotional material
- () Have emergency housing available for latecomers

INFORMATION THE HEADQUARTERS HOTEL SHOULD HAVE FROM YOU

- () Date when the majority of the group will arrive
- () Date when the majority of the group will depart
- () When available - the exact time and date each delegate will arrive and depart
- () Keep a good liaison with the hotels or motels regarding reservations coming in
- () Determine if the VIP's accommodations will be paid for by your organization
- () If your convention plans to have exhibits, determine where exhibitors can be housed

PUBLIC RELATIONS COMMITTEE

The Public Relations Committee has a two-fold duty. Promotion of your convention to gain maximum attendance (focusing attention on the important objectives) and the publicizing of your convention are the two facets of this Committee's work. A good job of publicizing will help your convention on its way to being a successful one. Some points to check are:

- () Newsletter, Association publication, etc.
- () Hometown publicity to promote attendance
- () Direct mail to promote attendance
- () Send advance information on your convention to the press, radio and TV.
- () Invite the news media to meetings and banquets
- () Set up a press table when considered necessary (with typewriters)
- () Obtain copies in advance of all speeches for the press
- () Have speakers and convention officers available for interviews with the press
- () Personally call on city editors and on radio and T.V. stations' program directors (allocate responsibility for these calls)
- () Set up a room area or place for press headquarters
- () News releases and pictures of speakers for hometown papers
- () Hometown coverage of your convention in progress and after it is over
- () Arrange for a photographer
- () Arrange with photographer for sale of pictures to delegates

EXHIBITS COMMITTEE

The Exhibits Committee will be in charge of obtaining space and providing information about the space to all who may desire to use it. It will handle all rental policies and arrangements, and will prepare material about the exhibits for all delegates. Keep in mind the following:

- () Prepare an information folder on rental prices, space available, and floor plan of the exhibits area. Mail folder to list of potential exhibitors
- () Check on availability in the exhibit area of: Electrical outlets, steam and water supply, a carpenter, an electrician, a plumber, and a sign painter
- () Some provision for continuing clearance or liaison with hotel regarding regulations on size, weight or nature of exhibits
- () Check on floor load and ceiling heights, including truck door dimensions
- () Schedule exact timing for moving exhibits in and out
- () Check customs regulations for out of country equipment and materials and/or arrange for customs broker to handle
- () Liability insurance or protection against "loss or damage" in respect to exhibitor "materials" and against suit from hotel for damage and against suit by anyone being injured by exhibit
- () Security
- () Contact display company who may assist in above areas

REGISTRATION COMMITTEE

The Registration Committee will be in charge of setting up whatever facilities are necessary for your group's registration. It will also be responsible for your convention's headquarters, and information centre. This Committee's checkpoints include:

- () Staffing of registration desk-clerks, typists and cashiers
- () Registration forms and badges, committee ribbons, etc.
- () Ticket Sales
- () Typewriters, bulletin type - (large letters)
- () Desks, tables, chairs and waste-baskets
- () Cash box, receipt book and float
- () A person who is responsible for handling registration money
- () Have all facts of the convention and registration procedures for registration staff
- () Registration procedure for delegates (policy re: part time registration)
- () Registration procedure for guests and dignitaries
- () Extra tables, chairs and desks
- () Sufficient amount of forms, programs, pencils, note paper, etc.
- () Instructions posted for filling out forms
- () Informative material on Edmonton and Alberta
- () Information desk and clerk
- () Bulletin Board for messages and phone calls
- () List of registrants for officials and the press
- () Facilities for photocopying

ENTERTAINMENT COMMITTEE

The function of the Entertainment Committee is very important. It is in charge of all entertainment for the various banquets, luncheons, and social events. The Entertainment Committee should check:

- () Special entertainment for regular program
- () All social functions including orchestra and floor show
- () Decorations for banquets and social functions
- () Banquet tables set up - Head tables, notify those who sit at head table where they will be seated through the appointing of a head table marshal
- () Number of places to be set at banquet
- () Favours, menus and place cards
- () Exact serving time
- () A printed program and menu for each banquet.
- () Provision for meal tickets. Giving the hotel a "guarantee" figure

CONVENTION PLANNING GUIDE

ENTERTAINMENT COMMITTEE (cont'd)

- () Tickets to be taken at table or door
- () Ticket sales to latecomers
- () Sightseeing tours

PROGRAM COMMITTEE

The planning of an interesting and informative program, and the co-ordinating of all convention functions is the job of the Program Committee. It will work closely with the Entertainment Committee in tying together the business and social functions of your convention to assure a smooth running chain of events. A checklist of duties would include the following:

- () Book meeting rooms
- () A complete program schedule including all business meetings, social functions, time for studying and exhibits, time for shopping and sightseeing, and plenty of time for various recreational activities
- () Printed programs
- () Appoint a presiding chairman for each meeting
- () Give written notice to each chairman outlining his specific responsibilities and the exact time and place he will appear on the program
- () Contact the outstanding speakers in your field well in advance of your convention
- () Inform the speakers of the type of talk desired
- () Obtain biographical material for the speakers' introductions
- () Inform the speakers of the time and date to speak, and the amount of time allotted to them
- () Have financial arrangements for the speakers understood by both parties
- () Have someone to introduce the speakers to convention officials and make them welcome to convention
- () Furnish programs and courtesy tickets to the speakers
- () Arrange for special properties needed by your speaker such as blackboard, chalk, easel, pointer, projector and material to be distributed
- () Have alternate speaker available in case regular one does not show
- () Provide for any other change in the program. Sign posted for any change
- () Speakers' Ready Room available for speakers to test audio/visual equipment
- () Provide directional signs to the meeting rooms

WELCOME AND HOSPITALITY COMMITTEE

The Reception and Hospitality Committee will be host for the delegates of all functions. They will welcome all guests, members of the press, and visiting dignitaries. Check over these points:

- () Hospitality suite
- () Welcome banner for headquarters hotel
- () Meet planes and trains carrying delegates or guests - welcome banners or posters are effective - Greeters in Klondike costume add colour and interest
- () Prepare a shoppers guide of interesting places to shop in Edmonton
- () Flowers in rooms for guest-speakers and/or dignitaries
- () Invite local dignitaries to special events
- () Arrange to welcome local dignitaries
- () Advise them if they are expected to speak

COMPANION PROGRAM

The Companion Program should be stimulating. It should not conflict with the delegates program. Balance the program with a variety of activities. Try not to crowd in too many events. Allow some free time for shopping as part of the program.

- () Provide a hospitality room where coffee etc. is served. Craft display and demonstrations may be set up in this room for one morning or afternoon
- () Prepare an information sheet of specialty shops, antique shops, galleries, restaurants, etc. which you think your guests might like to visit on their own time. Include the list in each companion kit
- () Have schedules available on other events during your convention such as theatre productions
- () Guided tours can be arranged for groups at many of Edmonton's attractions. A luncheon or coffee concluding the tour may be considered.
- () Speakers: The Edmonton Convention and Tourism Authority keeps a file of prominent speakers and entertainers and would be pleased to offer suggestions suitable for your spouse program
- () Consider arrangements for some sport activity for variety: tennis, golf, bowling, riding are all available in Edmonton.
- () Send a newsletter advising the guests what is planned for the Companion Program so that they are prepared to bring along the proper clothing and/or equipment if a sporting event is scheduled. If the program looks interesting this will spark enthusiasm for increased attendance
- () Work closely with registration chairman to determine number of companions attending. Consider a small gift or souvenir for each companion and guest.

YOUTH PROGRAMS

Will there be children attending the convention with their parents? Consider babysitting arrangements, special activities for the children, transportation and meal arrangements.

Canadian Pacific  Hotels & Resorts*Hotel Macdonald*

OPENING MAY 1991

DATE: Dec 18/90

FROM: Garvyn Hooper TELEPHONE: (403) 424-5181
Public Relations / FAX: (403) 424-8017
Sales Coord.

TO: Marelyn Ashton - ^{Smith} FAX: 492 0762

OF PAGES INCLUDING THIS ONE: 7

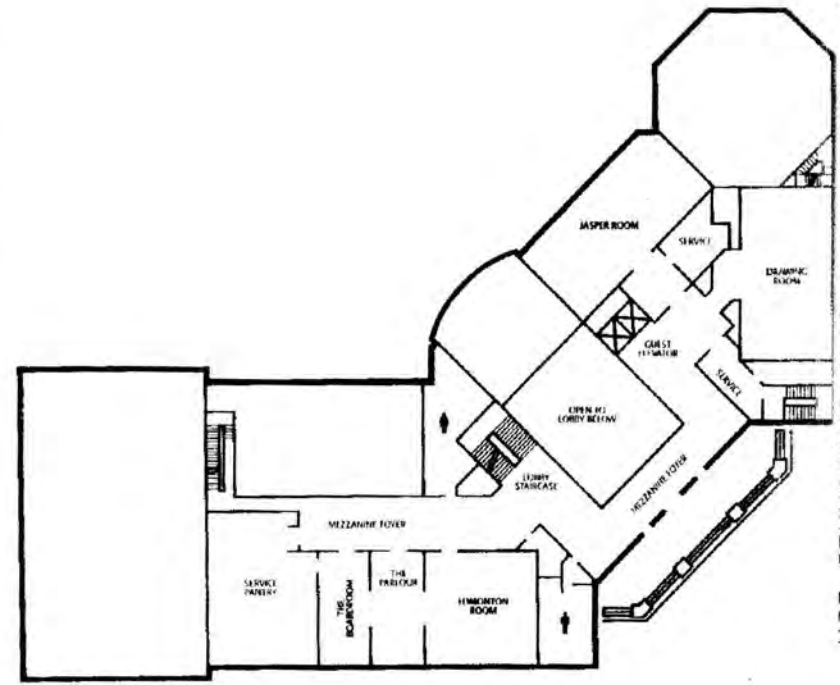
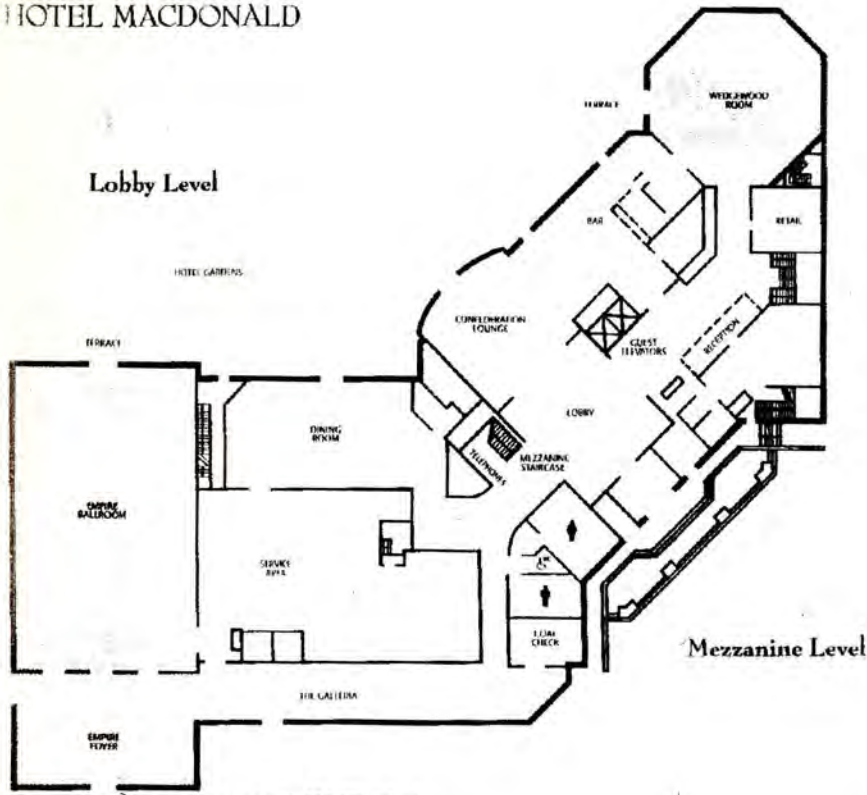
MESSAGE: Hi Marelyn - as discussed,
sending you our capacities & other info
Keep in touch & good luck.
Merry Christmas!

IF ALL PAGES ARE NOT RECEIVED, PLEASE CALL (403) 424-5181

CANADIAN PACIFIC HOTELS CORPORATION
 HOTEL MACDONALD
 Pre-opening Office

600 - 10004 JASPER AVENUE, EDMONTON, ALBERTA, CANADA T5J 0N6 TEL: (403) 424-5191 FAX: (403) 424-8017

HOTEL MACDONALD



REVISED MEETING ROOM SIZES, CAPACITIES AND RATES

ROOM	SIZE		SQUARE FEET	METRIC		BOARD ROOM	CLASS ROOM	THEATRE	HOLLOW SQUARE	U-SHAPE	DINNER DANCE	BANQUET	RECEPTION
	METRIC	STANDARD		METRIC	STANDARD								
EMPIRE BALLROOM	13.8 x 23.7 M	46' x 79'	3000	6.3	21'	-	220	450	-	-	220	280	450
EMPIRE BALLROOM FOYER	8.4 x 15 m	28' x 50'	1400	3.9	13'	-	-	-	-	-	-	-	175
EMPIRE BALLROOM TERRACE		45' x 62'	2780			-	-	-	-	-	-	-	175
THE GALLERIA		115' x 17'	1955			-	-	-	-	-	-	-	175
WEDGEWOOD ROOM	13.5 m diam.	45' diam	1500	6.0	20'	40	70	140			60	120	150
JASPER ROOM	6.9 x 14.7m	23' x 48'	1120	3.0	10'	48	60	60			60	60	60
DRAWING ROOM	7.2 x 13.5m	24' x 45'	1080	3.0	10'	40	40	60			60	60	60
EDMONTON ROOM	8.1 x 9 m	27' x 30'	810	3.0	10'	32	48	80			50	70	100
THE BOARDROOM	4.2 x 6.1 m	14' x 27'	380	3.0	10'	20	-	-			-	-	-
THE PARLOUR		14' x 22'	308		10'	12'	-	-			-	-	30

Canadian Pacific  Hotels & Resorts

Hotel Macdonald



HOTEL MACDONALD'S GRAND SUITES

Specialty Suites on the 8th Floor, featuring Private Elevator access, Business Class Service, whirlpool tub, multi-line telephones.

TURRET SUITES

Two Junior Suites, One King, One Double/Double, both connecting; built under the peak of the hotels southwest turret.

THE CHATEAU SUITE

A private staircase leads you to the 9th level one bedroom Chateau Suite, ideal as a Honeymoon Suite. Includes a sunken bedroom with a four-poster canopy bed and a double size jacuzzi.

THE HERITAGE SUITE

Commemorating the Heritage Resource designation of Hotel Macdonald by the City of Edmonton. This Junior Suite features a king-size bed and a beautiful south-facing view of the North Saskatchewan River.

THE PREMIER SUITE

A bi-level suite featuring a dramatic iron and brass head-board in the master bedroom.

THE GOVERNOR GENERAL SUITE

A bi-level suite featuring a large 300 sq. ft. living-room, ideal for entertaining up to 25 people.

THE ROYAL SUITE

Hotel Macdonald's grand suite. This bi-level suite includes two bed-rooms, one king on the second level and a double/double on the main floor; a large foyer, a service pantry, a dining room seating up to 12 people; also ideal as a boardroom, a large livingroom with a total combined dining and living room size of 1200 sq. ft. Capable of handling receptions of up to 100 people.

The master bedroom is on the second level and includes a large double-size jacuzzi and shower, a double sink vanity, and king-size bed. Separate locals allow private calls to the bath, bedroom and the living-room.

JUNIOR SUITES

One bedroom Junior Suites are available on all floors and feature a variety of interesting shapes, sizes and views. All feature private bedrooms and extra large bathrooms.

Canadian Pacific  Hotels & Resorts*Hotel Macdonald***FACT SHEET****LOCATION**

Hotel Macdonald
10065 - 100 Street
Edmonton, Alberta
T5J 0N6

Pre-opening Office
Hotel Macdonald
#600, 10004 Jasper Avenue
Edmonton, Alberta
T5J 1R4

Telephone: 1-403-424-5181

Toll Free: Ontario & Quebec: 1-800-268-9420
Other Provinces: 1-800-268-9411
In U.S.A.: 1-800-268-9411

Fax Number: 1-403-424-8017

Completion Date: May, 1991

General Manager: Tony Cary-Barnard
Director of Sales: Joanne Ness
Public Relations Coordinator: Carolyn Hooper

HOTEL MACDONALD
ENCORE!
1991

Constructed by the Grand Trunk Pacific Railway Company and opened in 1915, Hotel Macdonald is a much beloved landmark in the City of Edmonton. Located on the North Saskatchewan River in downtown Edmonton, this Chateau style hotel is undergoing a complete restoration that will see it returned to its original grandeur by the time it re-opens in May, of 1991.

Edmonton, Alberta's Capital City, is the gateway to the fabulous holiday playgrounds of Western Canada and the Far North.

The 198 room Hotel Macdonald, situated in downtown Edmonton, is undergoing a total refurbishment and restoration programme and is scheduled to be completed by May of 1991. The 75 year old Heritage Building will include a restaurant and lounge overlooking the beautiful river valley, fully landscaped gardens and a first class health club facility. This will feature an indoor swimming pool, children's wading pool, whirlpool, saunas and steam room, weight room, games room, as well as tennis and squash courts. Within close proximity to the Edmonton Convention Centre, downtown shopping and business centre, the hotel offers upgraded services and suites and unparalleled views of the river valley below.

.../2

- 2 -

Upon its completion Hotel Macdonald will be of world class distinction and will reflect a turn of the century elegance, in keeping with the style and essence of the Canadian Pacific Hotels and Resorts chain.

MARKETS

Corporate/Convention/Corporate Meetings
Incentive/Tour/Leisure

ARCHITECTS

IBI Group, Edmonton, Alberta

INTERIOR DESIGNER

Heather Jones & Associates, Toronto, Ontario

GUEST ROOMS

The fully restored heritage property will offer a total of 198 elegantly refurbished guest rooms, 17 of which are deluxe suites. Exclusive Business Class rooms are offered throughout the hotel. A variety of specialty suites, many with private elevator access, are also available, including the magnificent bi-level Royal Suite.

All Guest Rooms Feature:

- * 24 hour room service
- * air conditioning with individual climate control
- * AM/FM clock radio
- * hair dryers
- * mini-bar
- * desk in every room
- * smoke detectors/sprinklers/intercom
- * data-access telephones, with availability of personal computer or faxing capability
- * remote control colour television with Spectravision available
- * full amenities

- 3 -

- * 50% non-smoking floors
- * rooms equipped for disabled guests
- * Business Class service availability in 40% of guest rooms. Business Class Service includes:
 - * An exclusive Business Class Service Desk for quicker service.
 - * Superior accommodation in a deluxe Business Class room no matter how late your arrival.
 - * The use of the private Business Class Breakfast Lounge for a complimentary continental breakfast.
 - * Evening maid service.
 - * Bathrobe, morning newspaper, and additional bathroom amenities.
- * Private elevator access to the Royal Suite Floor (8th Floor) with multi-line telephones with teleconferencing ability. Three suites featuring speaker phones.

MEETING SPACE

Hotel Macdonald offers premier meeting space with all the amenities needed to meet with success. There are 6 meeting and function rooms accommodating up to a maximum of 450 guests.

Features include:

- * All meeting and function rooms feature an abundance of natural lighting and Heritage decor.
- * The Empire Ballroom and Wedgwood Room are located on the main floor with terrace access for seasonal outdoor functions.
- * All other meeting and function rooms are located on the mezzanine floor.
- * state-of-the-art audio visual equipment and sound systems
- * telephone in each function room
- * individual sound and climate control

DINING/ENTERTAINMENT

Share the views of the North Saskatchewan River valley from The Harvest Room restaurant and the Garden Terrace. The dining room will feature a delightful open kitchen concept. The seasonal terrace will offer a casual setting.

Sunday Brunch will be a special treat in the beautifully restored Wedgwood Room.

- 4 -

Slip away anytime and relax for drinks and light snacks in the intimate surroundings of the Library Bar with seasonal access to the Garden Terrace.

HEALTH CLUB AND POOL

The hotel features a host of fitness and recreational pleasures: outdoor tennis courts, first-class Health Club with pro shop and juice bar, aerobics area, weight room with the latest in exercise equipment, international size squash courts, indoor pool and whirlpool, sauna and steam room, a children's wading pool and their very own games room.

ATTRACTIONS

Edmonton offers year round enjoyment with such varied attractions as the Provincial Museum of Alberta, Fort Edmonton, the Muttart Conservatory, the downtown Boardwalk and Old Strathcona historical area. The world's largest shopping entertainment complex, West Edmonton Mall and the downtown Eaton Centre and Edmonton Centre offer outstanding shopping.

GUEST SERVICES

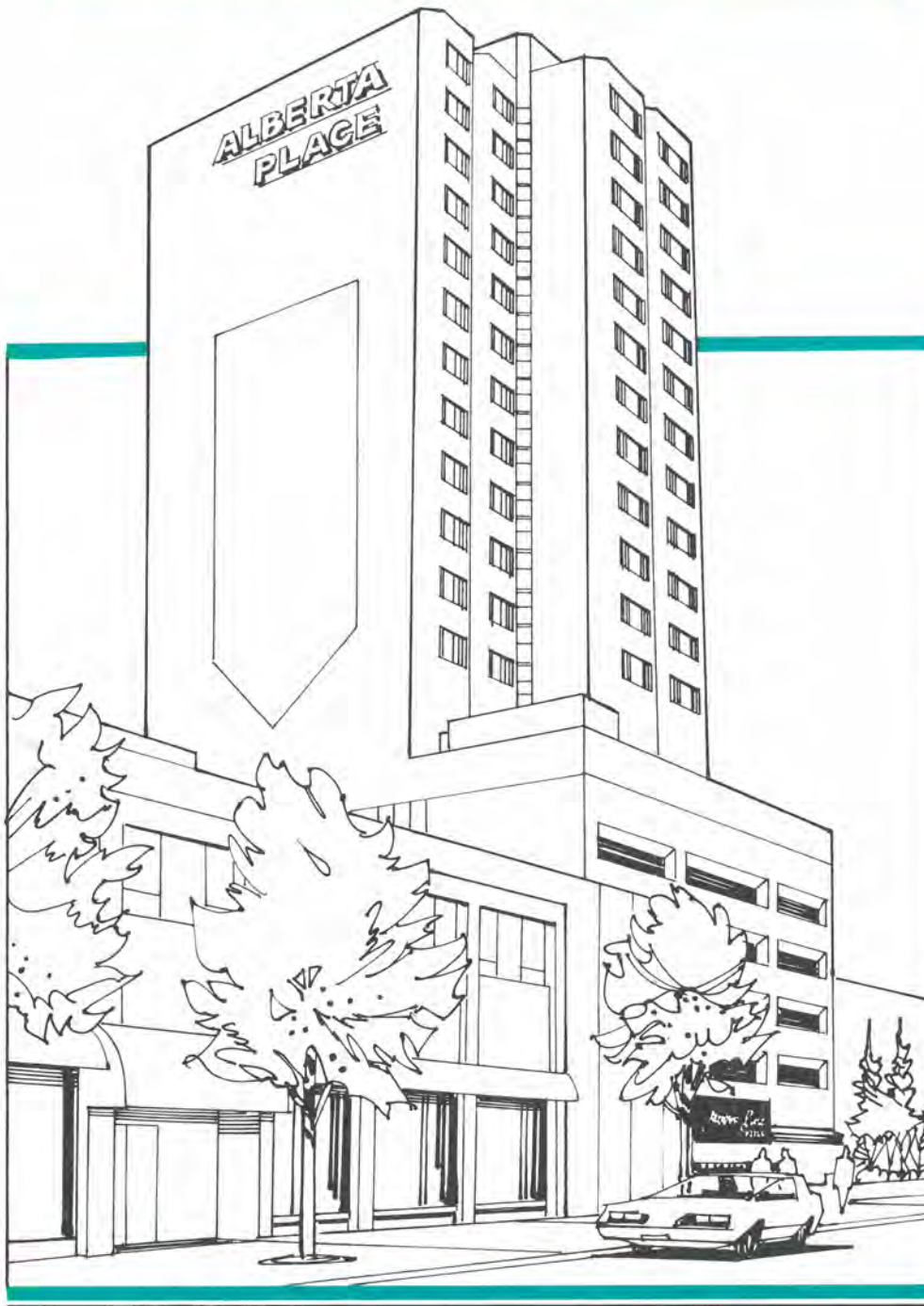
- * Concierge/Business Services
- * Adjoining Indoor Heated Parking
- * Laundry/Valet service
- * Babysitting Service
- * Luggage Storage
- * Safety Deposit Boxes
- * Newstand and Gift Shop
- * Airport Transportation

CP HOTELS & RESORTS, ALBERTA

Other Canadian Pacific Hotels & Resorts in Alberta include: Jasper Park Lodge, Jasper; Chateau Lake Louise, Lake Louise; Banff Springs, Banff; The Lodge at Kananaskis/Hotel Kananaskis, Kananaskis; The Palliser, Calgary; and Chateau Airport, Calgary.



“From Blue Chip Luxury to Family Economy, Accommodations in Edmonton Cover the Spectrum.”



Alberta Place Apartment Hotel

10049 - 103 Street
Edmonton, Alberta
T5J 2W7
Phone: (403) 423-1565
Toll free: 1-800-661-3982
Fax: (403) 426-6260

Accommodation:
86 full service suites, each with full kitchen facilities and air conditioning.

Amenities
Located in the heart of downtown Edmonton and only three blocks from the Convention Centre.
Indoor swimming pool, hot tub and saunas.

Meeting Facilities
Can accommodate up to 80 people.

NOTES



Centre Suite Hotel

10222 - 102 Street
Edmonton, Alberta
T5J 4C5
Phone: (403) 429-3900
Toll free (in Canada): 1-800-661-6454
Fax: (403) 428-1566

Accommodation:

Edmonton's only all-suite hotel with 175 guestrooms.

Four comfortable room styles: Deluxe Executive Suite, Executive Suite, Presidential Suite and Sea Shell Suite.

Amenities

Conveniently located downtown, Eaton Centre Mall.

Remote control and pay TV, personal computer hook-up capabilities, jetted bathtub, hairdryers and make-up mirrors. Suites with instant boiling water, mini-bar and microwave available.

Room Service, Valet, dry cleaning and laundry facilities.

Cocoa Café with unique Chocolate Buffet.

Private VIP Library Lounge. Complete banquet and meeting facilities (10 to 40 people).

Exercise room, whirlpool and steamroom.

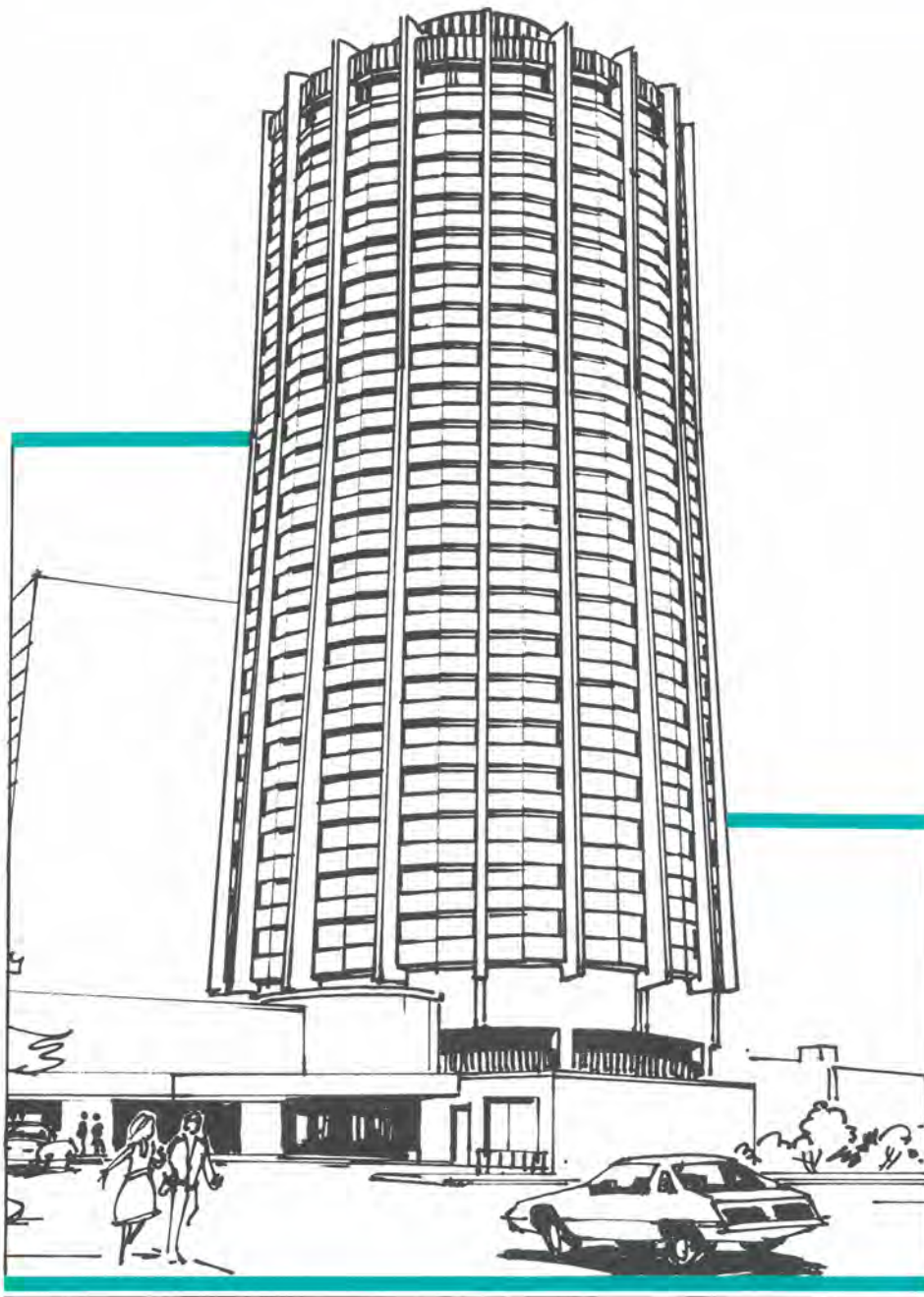
Shuttle to West Edmonton Mall. Connecting pedways to major office towers and shopping.

Special rates and packages available.

NOTES

CENTRE SUITE HOTEL MEETING ROOM DETAILS

MEETING ROOMS	Dimensions Metres (W x L x H)	Area Sq. Metres	Dimensions Feet (W x L x H)	Area Sq. Ft.	Dinner	Dinner Dance	Reception	Class Room	Theatre	Board Room	U-Shape	Hollow Square
Laurier	11.5x6.7x3.3	77	38'x22'x10'	836	60	40	60	45	100	28	28	36
Mayfair	10.4x6.7x3.3	70	34'x22'x10'	748	60	40	60	45	100	28	28	36
Queen Elizabeth East	11.5x6.7x3.3	77	38'x22'x10'	836	70	40	60	55	100	30	30	40
Queen Elizabeth West	11.5x6.7x3.3	77	38'x22'x10'	836	70	40	60	55	100	30	30	40
Victoria	14.0x6.7x3.3	94	46'x22'x10'	1012	80	60	80	70	130	30	32	40
VIP Lounge	8.8x6.7x3.3	59	29'x22'x10'	638	N/A	N/A	22	N/A	N/A	N/A	N/A	N/A
Hospitality Suite 404	8.8x5.2x3.3	46	29'x17'x10'	493	12	N/A	20	N/A	N/A	14	N/A	N/A
Hospitality Suite 504	8.8x5.2x3.3	46	29'x17'x10'	493	12	N/A	20	N/A	N/A	14	N/A	N/A
Hospitality Suite 604	8.8x5.2x3.3	46	29'x17'x10'	493	12	N/A	20	N/A	N/A	14	N/A	N/A
Hospitality Suite 704	8.8x5.2x3.3	46	29'x17'x10'	493	12	N/A	20	N/A	N/A	14	N/A	N/A

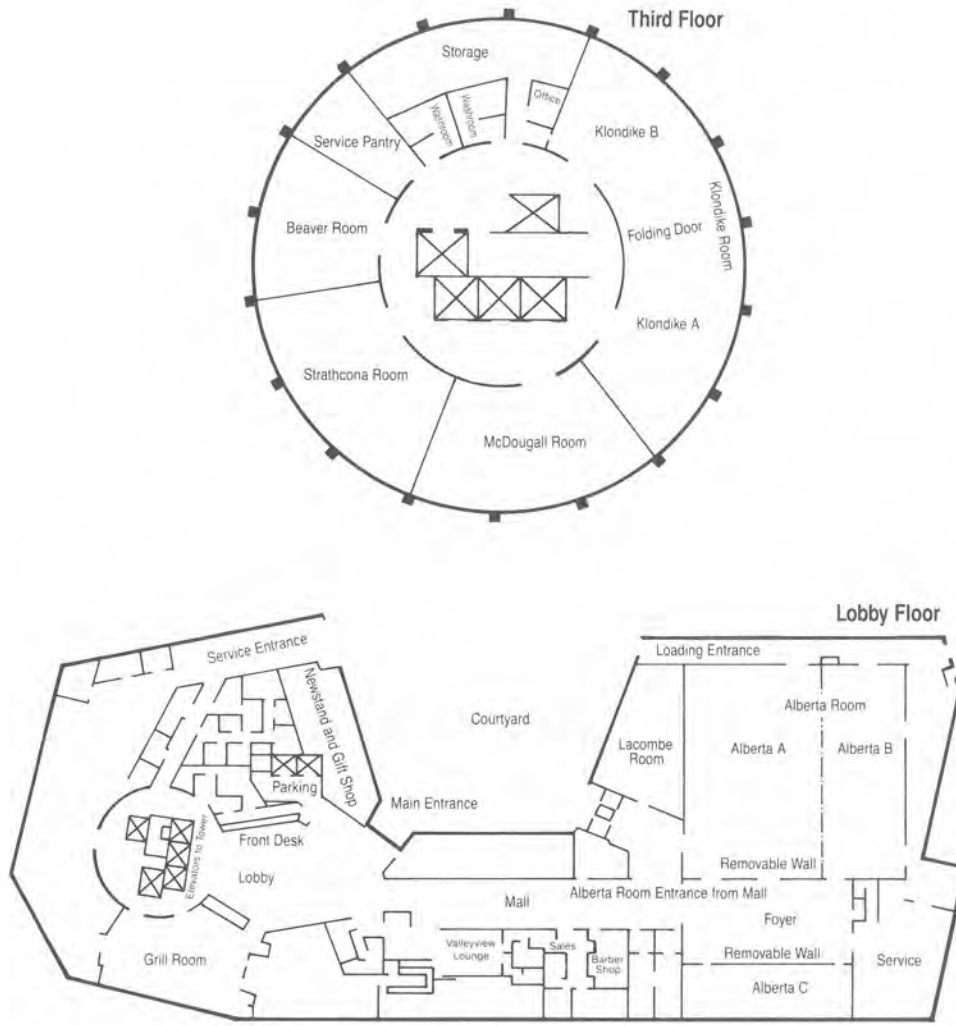


Chateau Lacombe

10111 Bellamy Hill
Edmonton, Alberta
T5J 1N7
Phone: (403) 428-6611
Fax: (403) 426-7625

Accommodation:
320 rooms and suites

Amenities
LaRonde Edmonton's only revolving
restaurant for dining and dancing; Grill
Room Restaurant; enclosed parking for
750 cars.
Non-smoking rooms, honour bars and in-
house movies.



CHATEAU LACOMBE MEETING ROOM DETAILS

ROOMS	Dimensions		Capacities		
	Metres	Feet	Theatre	Classroom	Banquet
Alberta Room Complex A,B,C & Foyer	37.49x23.77	123'x78'	1265	570	830
Alberta A & B	24.08x22.56	79'x74'	800	380	540
Alberta A	22.56x14.94	74'x49'	500	235	380
Alberta B	22.56x9.1	74'x30'	315	145	210
Alberta C	18.29x5.79	60'x19'	140	72	110
Foyer	18.29x9.14	60'x30'	220	115	180
Klondike	22.19x6.71	73'x22'	180	100	150
McDougall	10.97x6.71	36'x22'	60	45	70
Strathcona	10.97x6.71	36'x22'	60	45	70
Beaver	7.01x6.71	23'x22'	40	25	40
Lacombe	18.29x7	60'x25'	140	75	120

Boardrooms (3) Boardroom only - 8 person capacity

EDMONTON CITY CENTRE



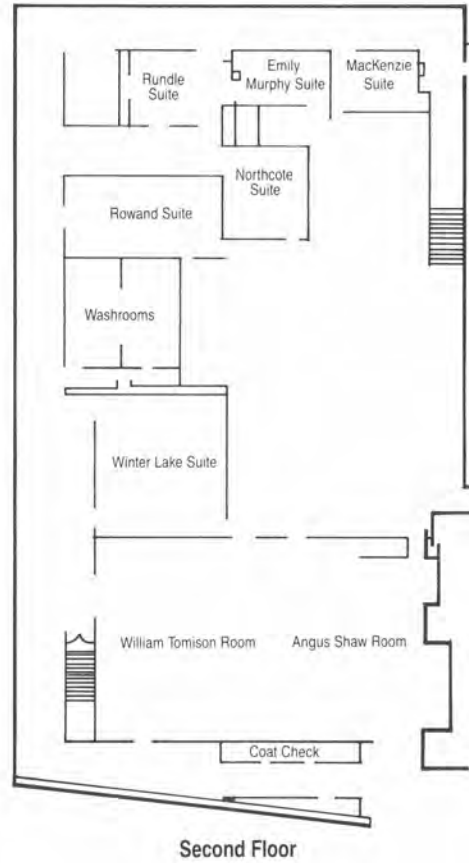
Edmonton Hilton

10235 - 101 Street
Edmonton, Alberta
T5J 3E9
Phone: (403) 428-7111
Fax: (403) 441-3098

Accommodation:
314 rooms and suites

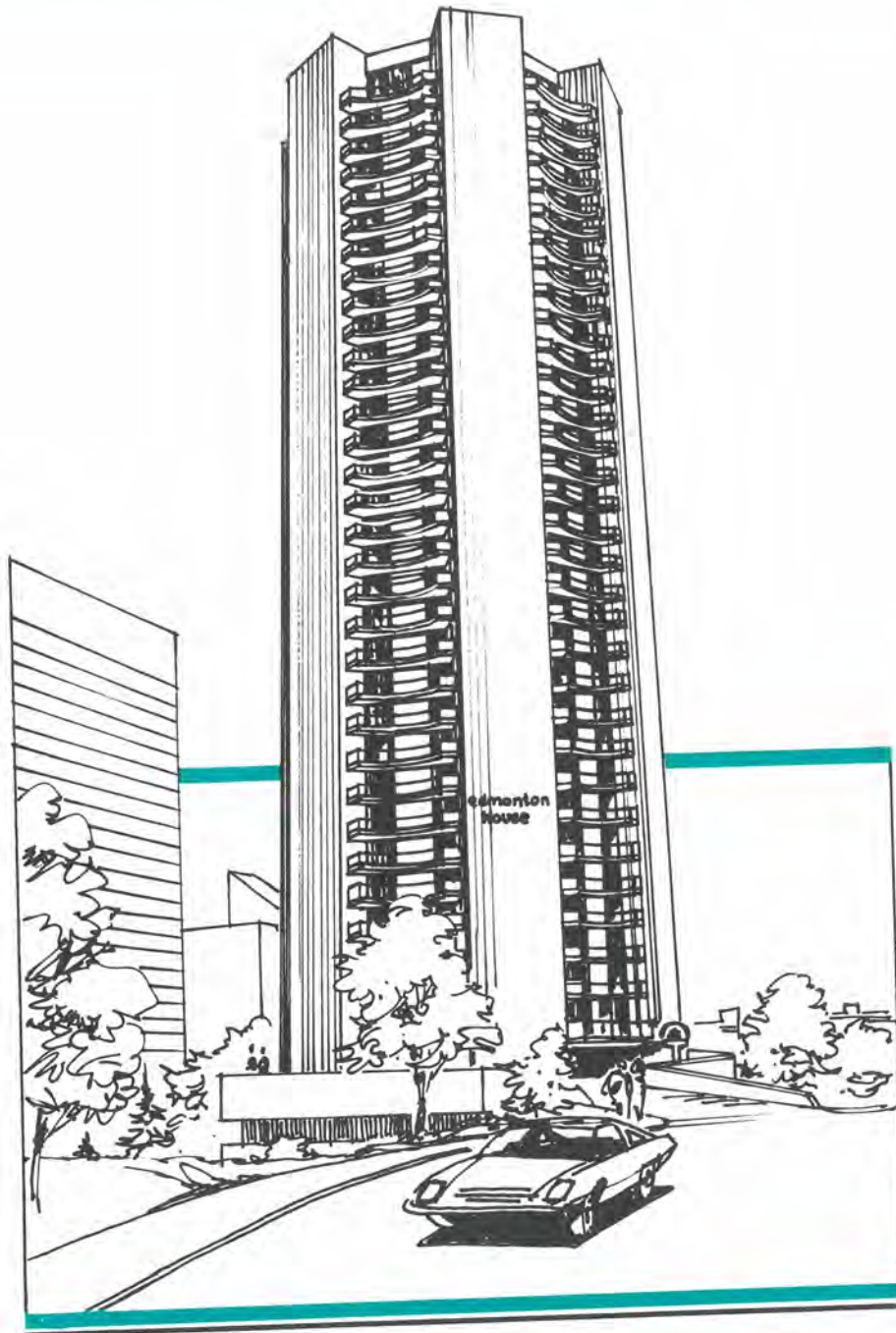
Amenities
Sauna, indoor swimming pool, whirlpool.
Three restaurants: superb dining in the main dining room, informal dining in Courtyard Cafe, and the Rose & Crown - an authentic English Pub. The Patisserie - Fresh pastries, cakes and truffles. Take out service.
Non-smoking floors and downtown limousine service. Connecting pedway to major downtown shopping centre and office towers.

An affiliate of Hilton International



EDMONTON HILTON MEETING ROOM DETAILS

MEETING ROOMS	Dimensions Metres	Area Sq. Metres	Dimensions Feet	Area Sq. Ft.	Ceiling Met.	Height Ft.	Meals	Reception	Class Room	Theatre	Hollow Square	Board Room	U Shape
Angus Shaw Room	16.9x12.9	218	56x43	2408	3.8	12'6"	230	250	130	230	60	48	54
William Tomison Room	16.9x15.4	260	56x51	2856	3.8	12'6"	250	375	200	300	72	48	50
Above Two Rooms Combined - Hilton Ballroom	16.9x28.3	478	56x94	5264	3.8	12'6"	500	600	330	600	100		100
Ballroom Foyer		108		1200	3.8	12'		180					
Rutherford Suite	21x20.5	440	70x68	4788	2.8	9'4"	240	360	120	150	58	40	50
Winter Lake Suite	11.4x11.1	126	38x37	1406	3.5	11'6"	100	130	72	140	40	32	36
Rowand Suite	13.2x6.9	91	44x23	1012	3.0	10'	80	100	60	100	40	36	32
Rundle Suite	6.0x6.0	36	20x20	400	3.6	12'	32	40	30	40	24	20	18
Emily Murphy Suite	7.8x4.2	33	26x14	364	3.0	10'	20	30	24	30		18	
Northcote Suite	7.9x7.5	59	26'5"x24'10"	639	3.0	10'	40	50	36	50	32	24	24
MacKenzie Suite	6.3x4.8	80	21x16	336	2.7	9'	20	80	18	24		16	



Edmonton House

10205 - 100 Avenue
Edmonton, Alberta
T5J 4B5
Phone: (403) 424-5555
Toll free: 1-800-661-6562
Fax: (403) 425-5485

Accommodation:
280 full-service suites

Amenities
A personal suite: your suite has a kitchen, dining area, living room, and bedroom. In-house amenities include an indoor heated pool, saunas, exercise room, game room, club room, restaurant and lounge, daily shuttle service to West Edmonton Mall and Airporter service.
Located just minutes away from the Edmonton Convention Centre.

NOTES

EDMONTON HOUSE MEETING ROOM DETAILS

ROOMS	Dimensions		Capacities			
	Metres	Feet	Theatre	Classroom	Banquet	Reception
Conference Room	56 m ²	600 sq. ft.	15	15	15	15
Club Room	106 m ²	1,100 sq. ft.	75	60	75	100



Hotel Macdonald

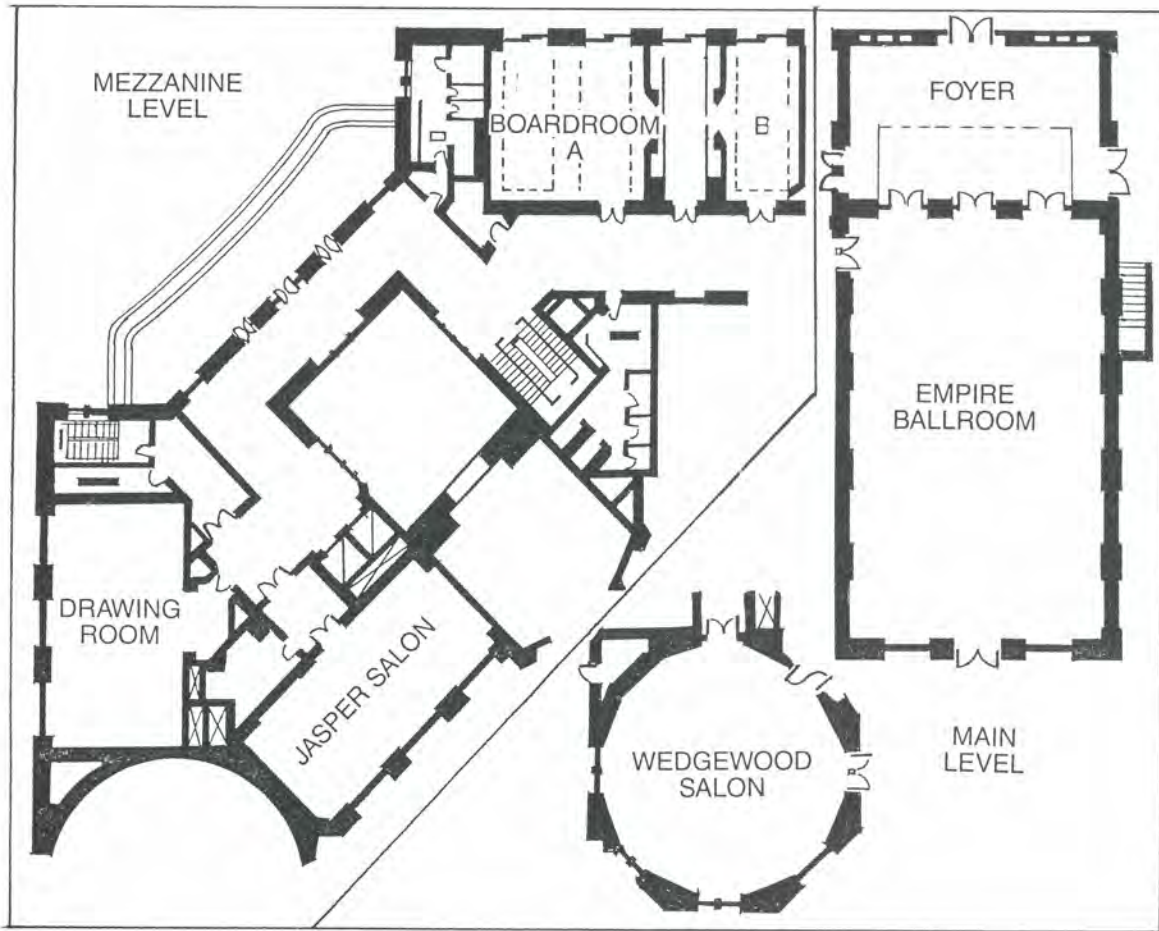
10065 - 100 Street
Edmonton, Alberta
T5J 0N6
(403) 424-5181
Fax: (403) 424-8017
Ontario & Quebec 1-800-268-9420
Other Provinces 1-800-268-9411
Toronto (416) 361-1400
USA 1-800-828-7447
London, England (011) 441-798-9866

Accommodation:

Edmonton's Urban Resort
200 Rooms and Suites
Opening Spring 1991
Totally Restored and Renovated
Heritage Building

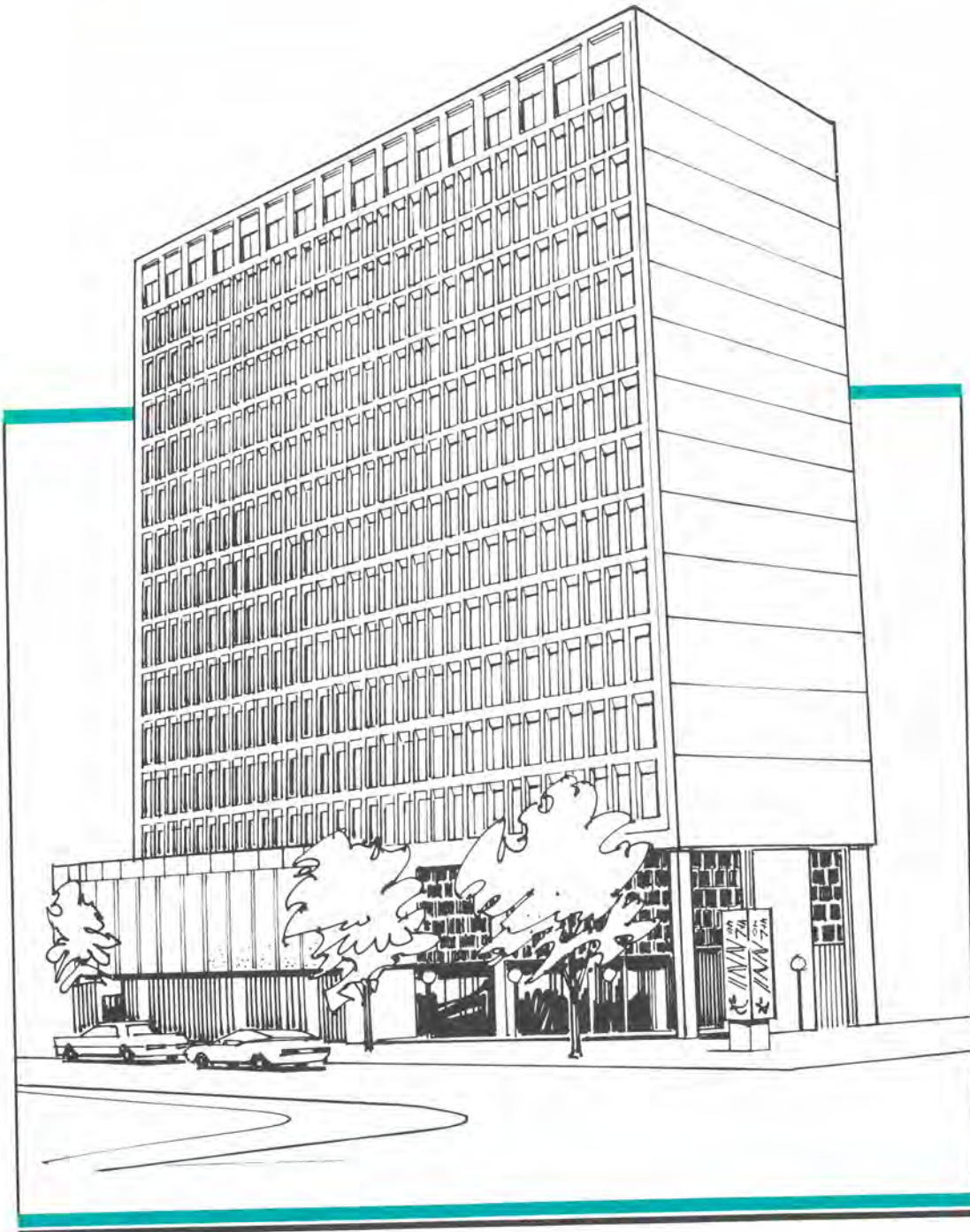
Amenities:

Full Health Club featuring indoor swimming pool, whirlpool, children's wading pool, sauna and steamroom, weight room, games room, tennis courts, squash courts. Fully landscaped private gardens. Restaurant and Lounge. Non smoking and handicap rooms. Downtown location with valley view rooms. All rooms with minibars and upgraded services. Close to Downtown shopping and business centre.



HOTEL MACDONALD MEETING ROOM DETAILS

ROOMS	Sq. Metres	Sq. Feet	Ceiling Height		Boardroom	Classroom	Theatre	Banquet	Reception
			Metres	Feet					
Empire Ballroom	327	3520	6	20	—	300	450	340	450
Wedgewood Salon	137	1521	6	20	50	100	160	120	220
	13.5 Diam	45 Diam							
Jasper Salon	102	1130	3.6	12	60	65	100	72	120
Drawing Room	115	1274	3.6	12	65	70	110	80	120
Boardroom A	81	896	3.6	12	40	50	80	60	100
Boardroom B	38	420	3.6	12	20	20	36	26	40



Inn on 7th

10001 - 107 Street
Edmonton, Alberta
T5J 1J1
Phone: (403) 429-2861
Alberta Toll Free: 1-800-661-7327
Fax: (403) 425-3529

Accommodation:
180 rooms (includes 4 suites)

Amenities:
Heated outdoor swimming pool, all day
restaurant, gift shop, and lounge.

An affiliate of Courtyard Inns

NOTES

INN ON 7th MEETING ROOM DETAILS

ROOMS	Metres	Size	Sq. Metres	Sq. Feet	Theatre	Classroom	Banquet
Ballroom #1	17.68 x 12.19	58' x 40'	215	2,320	200-220	100-120	120
Ballroom #2	17.68 x 9.75	58' x 32'	172	1,856	100-120	75-80	88
Ballrooms 1 + 2	17.68 x 21.94	58' x 72'	388	4,176	370	175	285
Campaign Room	4.27 x 7.92	14' x 26'	34	364	30-35	20	20
Meeting Room 1	8.23 x 10.36	27' x 34'	85	918	90	32-40	25
Meeting Room 2	6.40 x 7.92	21' x 26'	51	546	40	30	25
Meeting Room 3		40'6'' x 34'6''	130	1,397	90	58	40
Salon A	8.53 x 4.88	28' x 16'	42	448	20	16	20
Salon B	8.53 x 4.88	28' x 16'	42	448	20	16	20
Salon C	8.53 x 4.88	28' x 16'	42	448	20	16	20
Salon D	8.53 x 4.88	28' x 16'	42	448	20	16	20



Ramada Renaissance Hotel

10155 - 105 Street
Edmonton, Alberta
T5J 1E2
Phone: (403) 423-4811
Fax: (403) 423-3204
Toll free: 1-800-268-8998
Ontario and Quebec: 1-800-268-8930

Accommodation:

300 deluxe guest rooms, including Renaissance Club level and 14 suites. Accommodations for the handicapped and non-smokers.

Amenities

Le Gueridon gourmet dining room, Boulevard Cafe, Brass Rail Lounge and 24-hour Room Service. Health Spa, including heated indoor pool, whirlpool, steam room and exercise facilities. Centrally located for shopping and close to business and Government Offices. Within one block of LRT subway system and seven blocks from the Edmonton Convention Centre. Guest parkade. West Edmonton Mall and International Airport Limousine service available.

NOTES

RAMADA RENAISSANCE HOTEL MEETING ROOM DETAILS

ROOMS	Dimensions		Capacities			
	Metres	Feet	Theatre	Classroom	Banquet	Reception
Renaissance Ballroom (Atlanta & Brighton)	14.5 x 30	48' x 100'	650	300	375	550
Atlanta	14.5 x 14.5	48' x 48'	250	160	160	220
Brighton	14.5 x 15.5	48' x 52'	300	160	180	240
Geneva	8.8 x 4.0	29' x 13'	—	—	12	—
Alexandria	8.8 x 17.0	29' x 56'	150	80	100	130
Washington	5.5 x 4.0	18' x 13'	20	12	12	20
San Francisco	5.5 x 4.0	18' x 13'	20	12	12	20
Jerusalem	5.5 x 4.0	18' x 13'	20	12	12	20
Malacca	5.5 x 4.0	18' x 13'	20	12	12	20
Hamburg	5.5 x 6.0	18' x 19'6"	30	16	15	25
Vancouver	7.0 x 4.0	23' x 13'	30	16	15	25
Saskatoon	7.0 x 4.0	23' x 13'	30	16	15	25
Toronto	7.0 x 9.9	23' x 32'6"	60	40	45	65



■ River Valley Inn

9710 - 105 Street
Edmonton, Alberta
T5K 1A4
Phone: (403) 428-7133
Call collect for reservations
Fax: (403) 426-0087

Accommodation:
103 newly redecorated suites. Apartment sized accommodation completed with a separate bedroom, a dining area, kitchen facilities, a full bath and a living room with an extra hide-a-bed.

Amenities
Pub and restaurant, exercise room, sauna, satellite cable TV, non-smoking rooms, coin-operated laundry facilities, laundry and drycleaning service weekdays, and free parking. Fax, photocopying and secretarial services available.
Located downtown near the Legislature Building.

NOTES

RIVER VALLEY INN MEETING ROOM DETAILS

ROOMS	Dimensions		Capacities			
	Metres	Feet	Theatre	Classroom	Banquet	Reception
Athabasca Room	92 m ²	1000 sq. ft.	40	30	30	50
MacKenzie Room	92 m ²	1000 sq. ft.	40	30	30	50



Sheraton Plaza Edmonton Hotel

10010 - 104 Street
Edmonton, Alberta
T5J 0Z1
Phone: (403) 423-2450
Toll free: 1-800-325-3535 (reservations only)
Fax: (403) 426-6090

Accommodation:

140 guest rooms, including 7 suites.

Amenities

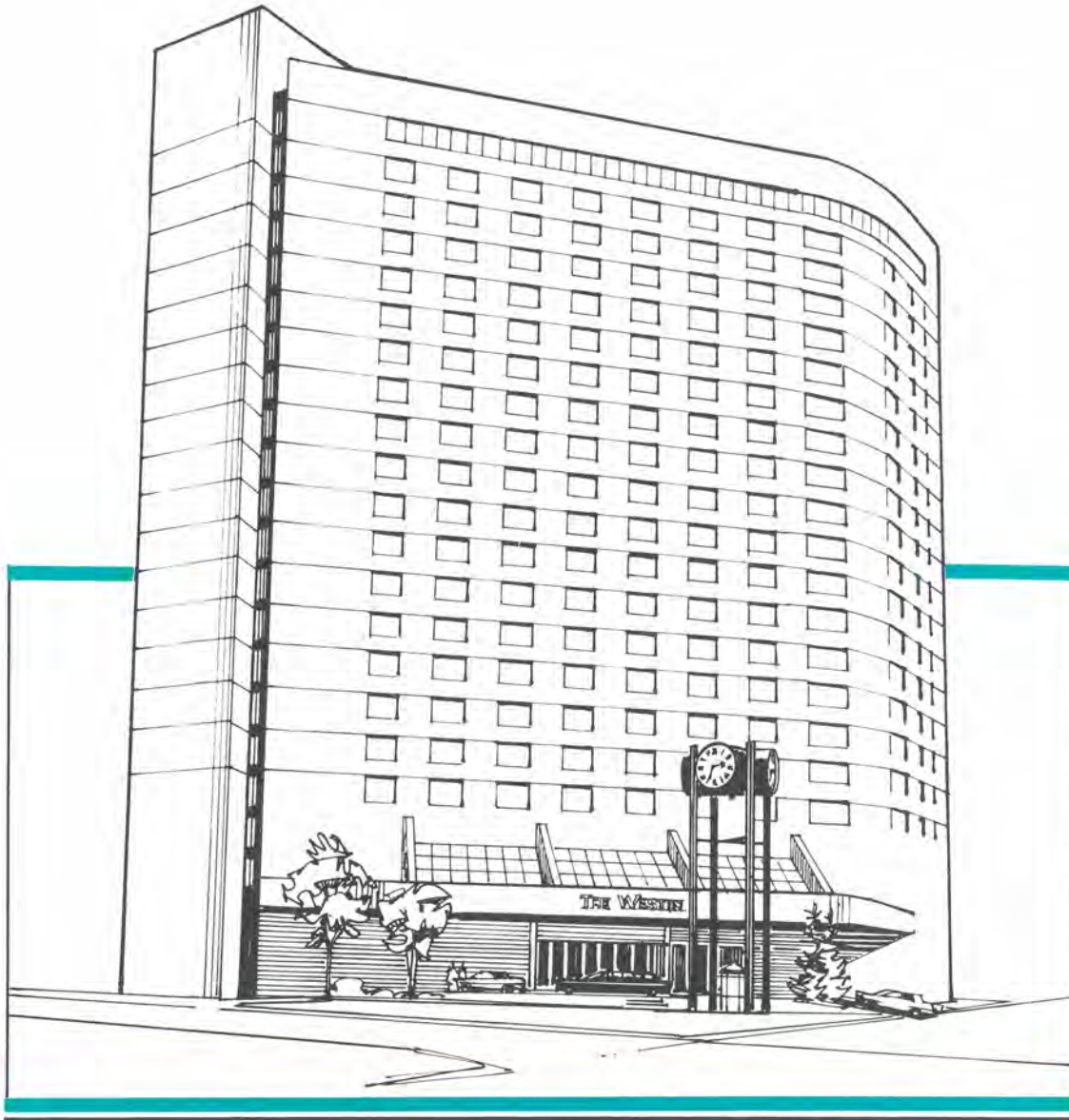
Newly renovated; dining room, indoor heated pool, whirlpool, sauna, exercise facilities, facilities for the handicapped, state-of-the-art Movie Mini bars, non-smoking rooms and parking.
Located downtown.

* Aeroplan member hotel.

NOTES

SHERATON PLAZA EDMONTON HOTEL MEETING ROOM DETAILS

ROOMS	Dimensions		Capacities				
	Metres	Feet	Board	Theatre	Classroom	Banquet	Reception
Penthouse	13.11 x 28.04	43' x 92'	140	250	150	180	200
Room 502	4.26 x 6.4	14' x 21'	20	20	20	—	25
Room 302	4.26 x 6.4	14' x 21'	20	20	20	—	25
Lakeview North	9.14 x 9.75	30' x 32'	40	90	50	75	55
Lakeview South	9.14 x 9.75	30' x 32'	40	90	50	75	55
Lakeview N/S	9.14 x 9.75	30' x 65'	80	180	100	150	150



The Westin Hotel, Edmonton

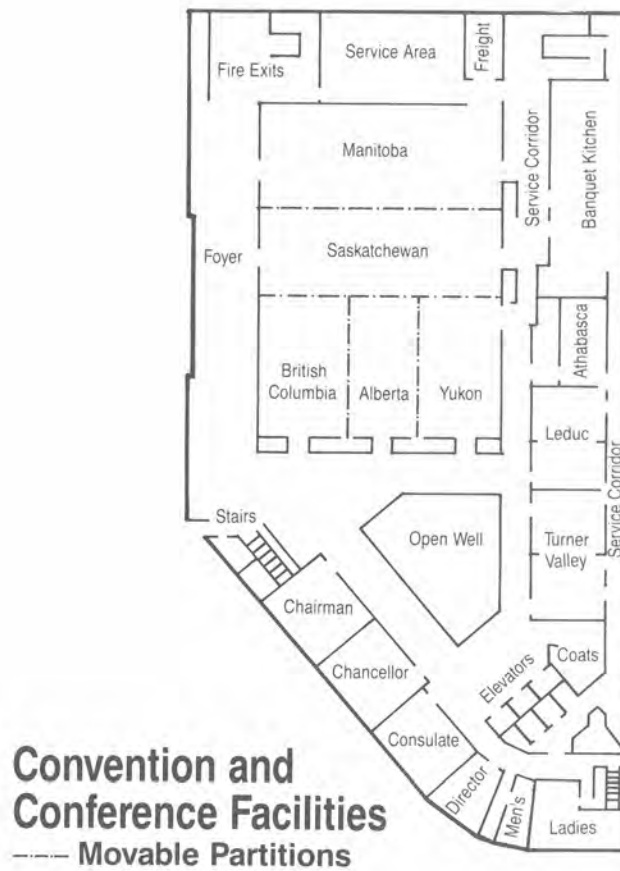
10135 - 100 Street
Edmonton, Alberta
T5J 0N7
Phone: (403) 426-3636
Toll free: 1-800-228-3000
Fax: (403) 428-1454

Accommodation:

413 Deluxe guest rooms including
26 regular suites, 8 deluxe suites, and
3 luxurious suites.

Amenities

Indoor pool, sauna, whirlpool, exercise
equipment, sundeck, award-winning
Carvery Dining Room, Palm Court
Restaurant, Lobby Court Lounge, indoor
parking, news/gift shop.



WESTIN HOTEL EDMONTON MEETING ROOM DETAILS

ROOMS	Dimensions		Capacities		
	Metres	Feet	Theatre	Classroom	Banquet
British Columbia	14.6 x 8.5	48' x 28'	160	100	110
Alberta	14.6 x 7.3	48' x 24'	130	80	100
Yukon	14.6 x 8.5	48' x 28'	160	100	110
Saskatchewan	9.1 x 25.3	30' x 83'	350	160	230
Manitoba	10.6 x 25.3	35' x 83'	400	180	240
Westin Ballroom (combined areas of above)	34.7 x 25.3	114' x 83'	1200	600	890
Director	6.7 x 4.9	22' x 16'	30	12	20
Consulate	8.2 x 7.0	27' x 23'	60	36	50
Chancellor	8.2 x 7.9	27' x 26'	70	40	50
Chairman	8.2 x 7.9	27' x 26'	70	40	50
Turner Valley	12.8 x 7.6	42' x 25'	100	60	190
Leduc	10.1 x 7.6	33' x 25'	80	44	60
Athabasca	9.1 x 4.9	30' x 16'	50	24	30
Convention Foyer	38.7 x 6.4	127' x 21'	—	—	—
Marlboro	16.4 x 17.7	54' x 58'	300	120	200



Fantasyland Hotel & Resort

17700 - 87 Avenue
Edmonton, Alberta
T5T 4V4
Phone: (403) 444-3000
Toll free: 1-800-661-6454
Fax: (403) 444-3294

Accommodation:

355 rooms - 230 guest rooms and 125 themed rooms consisting of Roman, Truck, Polynesian, Arabian, Hollywood Nightclub, Victorian Coach and Canadian Rail Rooms.

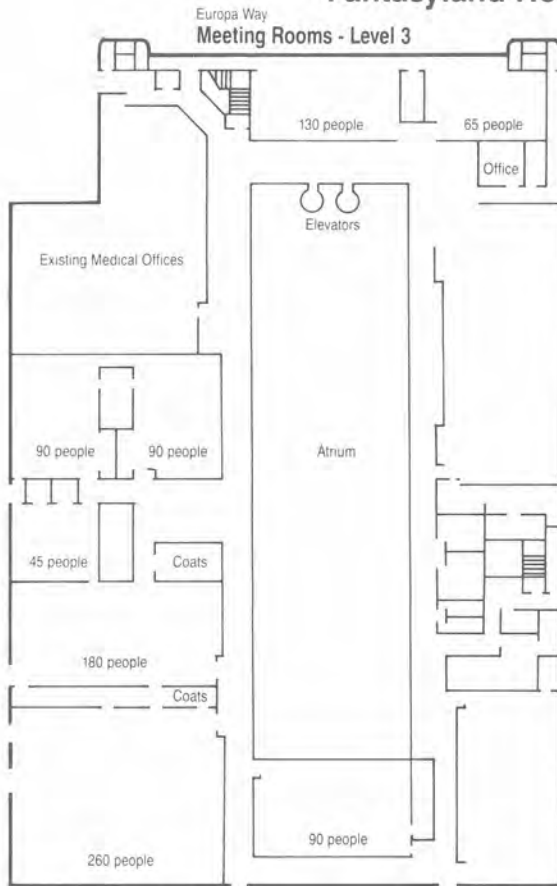
Amenities

Over 200 rooms are equipped with full size jacuzzis, mini-bars, hair dryers, make-up mirror, luxurious guest amenities packet, in-room movies, gift shop, foreign exchange and free parking.

Located in West Edmonton Mall and easily accessible to both airports and all major transportation arteries.

Excellent food and beverage provided by Cafe Europa and Fantasy Dining Room. Entertainment and dancing at the Fantasy Lounge and Fantasy Nightclub. Indoor Waterpark, Mini Golf Course and Amusement Centre within West Edmonton Mall. Airport Bus service, discounts on mall attractions, non-smoking floor.

Fantasyland Hotel & Resort



FANTASYLAND HOTEL & RESORT MEETING ROOM DETAILS

MEETING ROOMS	Rental Fee A.M. or P.M.	Rental Fee 24 Hours	Theatre Style	Reception Style	Dinner Dance	Dinner Only	Class Room Style	Board Room Style	"U" Shape	Hollow Square	Square Metres	Square Footage	Dimensions Metres	Dimensions Feet
A-E Beverly Hills Ballroom	\$1375.00	\$2000.00	1100	1200	600	750	350	—	—	—	845.4	9100	25.9x25.3x44.2	85'x83'x145'
C & D	\$1000.00	\$1500.00	800	1000	350	550	350	—	—	—	571.9	6156	25.9x25.3x36.6	85'x83'x120'
C	\$ 500.00	\$ 800.00	350	500	150	250	170	—	45	50	286.4	3083	25.9x18.9x19.2	85'x62'x63'
D	\$ 500.00	\$ 800.00	350	500	150	250	170	—	45	50	285.5	3073	25.3x19.2x17.7	83'x63'x58'
A	\$ 125.00	\$ 200.00	60	65	30	50	20	20	20	25	77.3	832	7.9x9.7	26'x32'
B	\$ 125.00	\$ 200.00	100	75	50	70	30	30	25	30	102.6	1104	7.01x14.6	23'x48'
E	\$ 125.00	\$ 200.00	105	100	50	70	50	35	35	40	93.6	1008	7.3x12.8	24'x42'
A & B	\$ 200.00	\$ 300.00	150	175	80	100	70	—	50	50	180	1936	7.01x25.9	23'x85'
#137 & #537	\$ 125.00	\$ 200.00	30	70	—	40	18	18	18	20	53.5	576	7.31x7.31	24'x24'
#438 & #538	\$ 75.00	\$ 125.00	20	50	—	30	—	20	—	—	41.8	450	7.9x10.4x8.2	26'x34'x27'
Europa Way I	\$ 200.00	\$ 300.00	130	130	—	120	60	40	35	45	132	1421	8.8x14.9	29'x49'
Europa Way II	\$ 125.00	\$ 200.00	65	65	—	50	35	25	30	35	97	1044	8.8x10.97	29'x36'
Europa Way V	\$ 200.00	\$ 300.00	90	90	—	90	50	35	40	45	148.6	1600	15.24x9.75	50'x32'
Europa Way VI	\$ 325.00	\$ 500.00	260	260	—	250	175	40	50	60	371.8	4002	17.68x21.03	58'x69'
Europa Way VII	\$ 200.00	\$ 300.00	180	180	—	150	100	40	50	60	224	2412	10.97x20.42	36'x67'
Europa Way VIII	\$ 100.00	\$ 150.00	45	45	—	40	25	20	25	30	77.7	837	8.22x9.45	27'x31'
Europa Way IX	\$ 125.00	\$ 200.00	90	90	—	90	60	30	40	50	115.2	1240	12.2x9.45	40'x31'
Europa Way X	\$ 125.00	\$ 200.00	90	90	—	90	70	40	50	60	163.5	1760	16.76x9.75	55'x32'
Total											1330	14316		

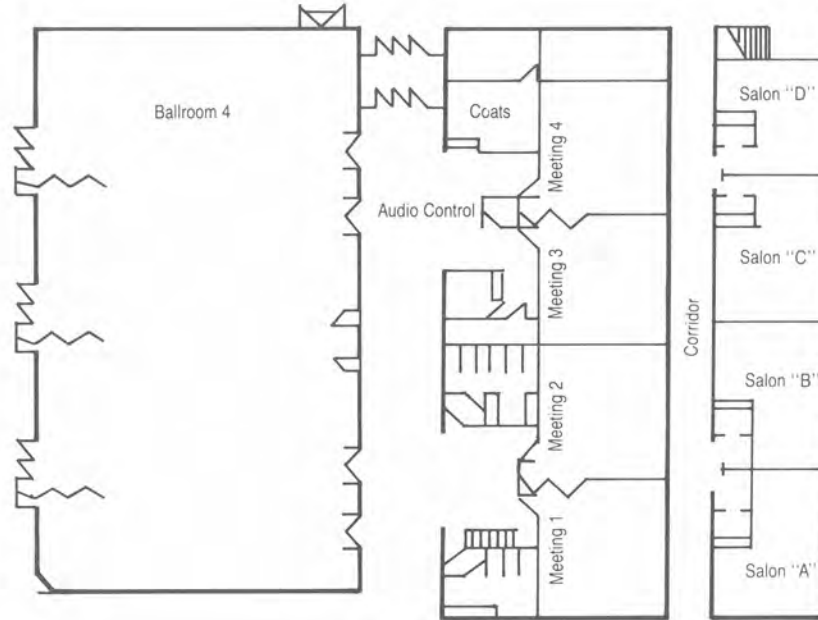


■ Mayfield Inn

16615 - 109 Avenue
Edmonton, Alberta
T5T 4B6
Phone: (403) 484-0821
Fax: (403) 486-1634

Accommodation:
328 rooms (236 rooms; 92 suites)

Amenities
Stage West Dinner Theatre, restaurant,
saunas, tennis, handball and racquetball
courts, health club, indoor swimming pool.



MAYFIELD INN MEETING ROOM DETAILS

ROOMS	Dimensions		Capacities		
	Metres	Feet	Theatre	Classroom	Banquet
Mayfield 1	5.49 x 18.29	18' x 60'	120	56	88
Mayfield 2	8.53 x 18.29	28' x 60'	180	84	120
Mayfield 3	8.53 x 18.29	28' x 60'	180	84	120
Mayfield 4	8.43 x 18.29	27.6' x 60'	180	84	120
Mayfield 1, 2, 3 & 4	566 m ²	6100 sq. ft.	660	308	500
Salon A	7.3 x 7.9	24' x 26'	40	20	32
Salon B	7.3 x 7.9	24' x 26'	40	20	32
Salon C	7.3 x 7.9	24' x 26'	40	20	32
Salon A, B, C, combined	119.34 m ²	1326 sq. ft.	120	60	96
Meeting Room 1	8.68 x 8.12	28.5' x 26.66'	60	30	64
Meeting Room 2	8.68 x 8.12	28.5' x 26.66'	60	30	64
Meeting Room 3	8.68 x 8.12	28.5' x 26.66'	60	30	64
Meeting Room 4	8.68 x 7.21	28.5' x 23.66'	60	30	64
Meeting Room 1, 2, 3 & 4, combined	265.91 m ²	2954 sq. ft.	300	150	256



Westwood Inn **Best Western**

18035 Stony Plain Road
Edmonton, Alberta
T5S 1B2
Phone: (403) 483-7770
Fax: (403) 486-1769

Accommodation:

Total 169 rooms:
West Wing "Tower" features 48 rooms with 2 double sized extra long beds; 28 rooms with kingsize beds; and 5 suites complete with kingsize bed and double sized hide-a-bed. All rooms have jacuzzi tubs, hairdryer and mini-bars. The East Wing features 26 rooms with queen size beds (including 9 waterbeds) and 62 rooms with double sized beds and a double sized hide-a-bed. These rooms also have hairdryers and mini-bars.

Amenities

Ideally located on Stony Plain Road (Highway 16 only a few minutes drive from West Edmonton Mall and approximately 15 minutes from downtown Edmonton).
Indoor pool, whirlpool, sauna, steamroom and squash courts.
Gift shop, hairstyling salon and video games room. Quality restaurant and dining room, quiet lounge and Woody's Nightclub which seats 200 and provides top entertainment with show bands and D.J.

NOTES

WESTWOOD INN BEST WESTERN MEETING, BANQUET, AND CONVENTION FACILITIES GUIDE

ROOM	Size	Area	Height	Theatre Seating	Classroom Seating	Reception	Dinner Round Tables	Dinner Oblong Tables	Dine and Dance	Board Room
Ebony Ballroom A.	10.5 m x 12.0 m 29' x 33'	127.2 sq. m. 1000 sq. ft.	10 ft.	100	65	100	75	80	65	40
Ebony Ballroom B.	7.7 m x 12.8 m 21' x 33'	92.4 sq. m. 700 sq. ft.	10 ft.	70	45	70	45	60	50	35
Ebony Ballroom C.	15.3 m x 15.3 m 42' x 42'	234.09 sq. m. 1760 sq. ft.	10 ft.	175	110	175	130	145	115	75
Ebony Ballroom ABC.	13.1 m x 33.5 m 36' x 92'	438.9 sq. m. 3460 sq. ft.	10 ft.	375	215	375	275	325	275	N/A
Gold Room Salon A.	8.4 m x 15.7 m 23' x 43'	131.9 sq. m. 1000 sq. ft.	10 ft.	100	65	100	65	90	70	40
Gold Room Salon B.	7.7 m x 11.3 m 21' x 31'	87.01 sq. m. 650 sq. ft.	10 ft.	65	40	65	40	60	50	30
Gold Room A and B	9.1 m x 23.7 m 25' x 65'	215.7 sq. m. 1650 sq. ft.	10 ft.	175	105	175	140	150	125	75
Oak Room	5.1 m x 12.8 m 17' x 35'	65.2 sq. m. 600 sq. ft.	8 ft.	60	35	60	35	50	N/A	35
Emerald Room	5.8 m x 10.2 m 16' x 28'	59.2 sq. m. 450 sq. ft.	10 ft.	N/A	N/A	N/A	N/A	25	N/A	25



Edmonton Inn

11830 Kingsway Avenue
Edmonton, Alberta
T5G 0X5
Phone: (403) 454-9521
Toll free: 1-800-661-7264 (in Canada)
Fax: (403) 453-7360

Accommodation:
431 rooms (including 34 suites)

Amenities
Indoor pool, 4 whirlpools, 7 diverse
restaurants and lounges, gift shop, men's
and ladies' hair stylists.
Adjacent to the Edmonton Municipal
Airport, complimentary shuttle service.
Airporter limousine service from the
Edmonton International Airport, minimal
charge.

NOTES

EDMONTON INN MEETING ROOM DETAILS

ROOMS	Dimensions		Capacities			
	Metres	Feet	Theatre	Classroom	Banquet	Reception
Wildrose 1	12.50 x 24.69	41' x 81'	450	250	250	400
Wildrose 2	12.80 x 24.69	42' x 81'	400	200	200	300
Wildrose 3	10.97 x 26.52	36' x 87'	400	220	230	300
Wildrose 1 & 2	25.30 x 24.69	83' x 81'	800	400	600	700
Wildrose 2 & 3	23.77 x 24.69	78' x 81'	700	400	550	700
Wildrose 1, 2, & 3	36.27 x 25.30	119' x 83'	1250	700	1000	1400
Ridgewood Room*	20.73 x 6.71	68' x 22'	140	60	100	120
Elmwood Room*	12.19 x 4.86	40' x 16'	40	24	40	45
Rosewood Room*	7.32 x 6.71	24' x 22'	40	24	50	40
Pitcher Plant Room*	9.14 x 21.34	30' x 70'	150	100	100	170
Manitoba Room	7.32 x 3.96	24' x 13'	—	—	14	—
Saskatchewan Room	7.32 x 3.96	24' x 13'	30	14	14	25
Quebec Room*	8.22 x 7.92	27' x 26'	60	30	—	50
Nova Scotia Room*	8.22 x 7.92	27' x 26'	60	30	—	50
Ontario Room*	7.90 x 4.86	26' x 16'	35	24	—	35
British Columbia Room	8.23 x 3.96	27' x 13'	35	18	18	30
Alberta Room	8.23 x 8.23	27' x 27'	50	30	50	50
Maple Leaf Room	16.46 x 16.11	55' x 53'	350	200	230	300
Marigold Room	5.18 x 3.96	17' x 13'	12	—	—	—
Aspen Room	6.94 x 3.56	23' x 12'	—	—	12	—
Cedar Room	6.69 x 3.04	22' x 10'	—	—	20	—
Willow Room	4.86 x 3.56	16' x 12'	—	—	12	—

* Located on Second Level

COURTYARD LANE

Vernon	12.50 x 6.71 m ²	41' x 22'	90	40	80	90
Regina	6.71 x 6.10 m ²	22' x 20'	30	—	30	40
Saskatoon	6.40 x 4.57 m ²	21' x 15'	—	—	—	—
Red Deer	10.06 x 5.49 m ²	33' x 18'	50	25	60	70
Lethbridge	9.14 x 6.10 m ²	30' x 20'	40	15	40	50
Edmonton	12.49 x 9.14 m ²	41' x 30'	90	55	80	90
Grande Prairie	5.49 x 3.96 m ²	18' x 13'	20	—	—	—
Courtyard	6.10 x 3.56 m ²	20' x 12'	25	—	—	—



Campus Tower Hotel

11145 - 87 Avenue
Edmonton, Alberta
T6G 0Y1
Phone: (403) 439-6060
Fax: (403) 433-4410

Accommodation and Amenities

90 hotel suites offering complete kitchen facilities, located in the heart of the University of Alberta campus, directly across the street from the hospital and university. Earl's Restaurant is located in the west lobby (casual dining - pasta, hamburgers, steaks, etc. - lunch and dinner only. Brunch - Saturday and Sunday beginning at 10:00 a.m.)

Meeting Facilities

Meeting Rooms* 5 - 40 people \$ 30/day
Hospitality Suite* 100 (stand up reception) \$150/day

- * All meeting rooms are located on the 16th floor and feature windows in all rooms with panoramic views of Edmonton
- * No banquet facilities available within hotel. Outside catering can be provided.

NOTES



■ Capilano Inn

9125 - 50 Street
Edmonton, Alberta
T6B 2H3
Phone: (403) 465-3355
Fax: (403) 465-3355 Ext. 2641

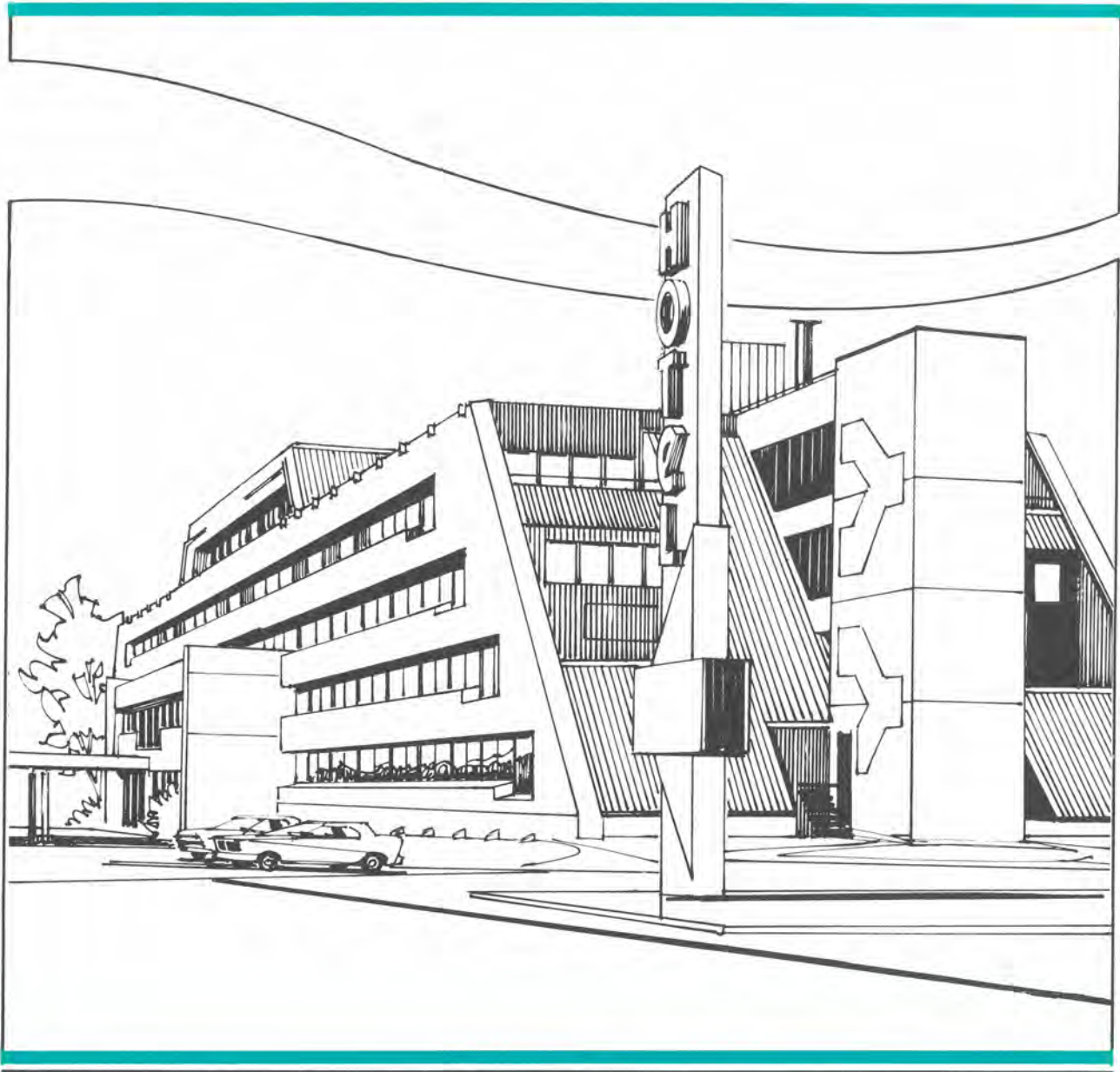
Accommodation:
150 rooms including suites

Amenities
Indoor pool, whirlpool, saunas, dining room, licensed restaurant, sports pub, nightclub, gift shop, entertainment centre. Showroom can accommodate large buses or cars. Minutes from Northlands Coliseum, and downtown.

NOTES

CAPILANO INN MEETING ROOM DETAILS

ROOMS	Dimensions		Capacities			
	Metres	Feet	Theatre	Classroom	Banquet	Reception
Sherwood Room	309.39 m ²	2,964 sq. ft.	300	125	150	200
Strathcona Room	206.26 m ²	1,976 sq. ft.	250	100	100	150
Hardisty Room	557.10 m ²	5,337 sq. ft.	480	250	450	300
Above rooms combined	1,072.75 m ²	10,277 sq. ft.	1030	475	700	650
Capilano Room A	62.63 m ²	600 sq. ft.	45	20	25	30
Capilano Room B	52.61 m ²	504 sq. ft.	40	18	20	25
Capilano Room C	55.11 m ²	528 sq. ft.	40	18	20	25
Capilano Room D	68.80 m ²	660 sq. ft.	45	20	25	30
Capilano Room E	65.76 m ²	630 sq. ft.	45	20	25	30
Capilano Room F	78.29 m ²	750 sq. ft.	55	26	30	35
Capilano Rooms Combined	1,027.20 m ²	9,452 sq. ft.	520	257	320	325
#291 Board Room	20 people					
#502 Board Room	12 people					
#302 Board Room	12 people					



**Cedar Park
Inn**

5116 Calgary Trail Northbound
Edmonton, Alberta
T6H 2H4
Phone: (403) 434-7411
Toll free: 1-800-661-9461 (Canada)
Fax: (403) 437-4836

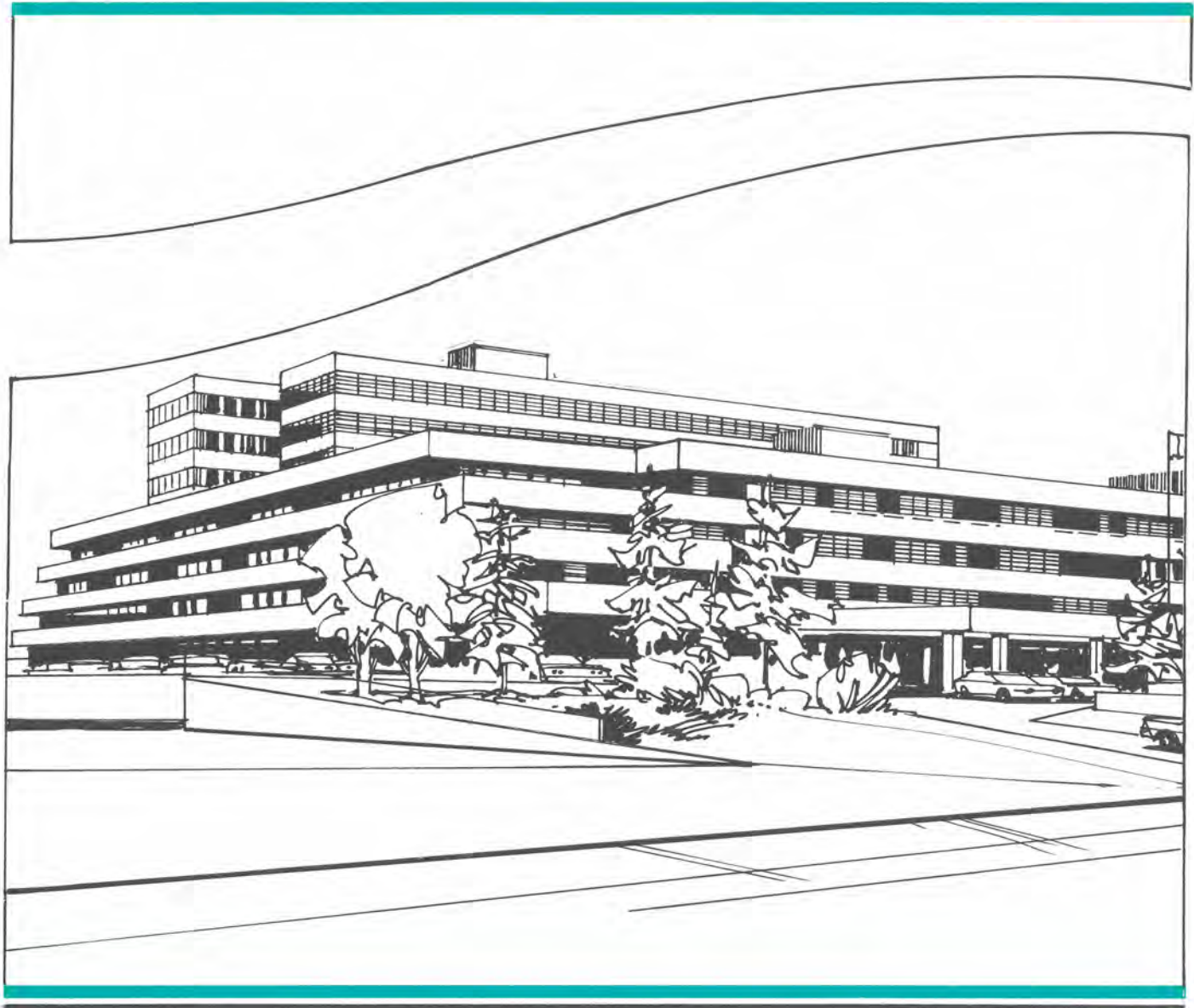
Accommodation:
200 deluxe guest rooms and suites

Amenities
Cedar Court Café and Restaurant, lounge,
24-hour deli, indoor heated swimming pool,
saunas, exercise room, satellite TV,
in-room movies.
Scheduled courtesy limousine service to
and from the Edmonton International
and Municipal Airports and West
Edmonton Mall.

NOTES

CEDAR PARK INN MEETING ROOM DETAILS

ROOMS	Dimensions		Capacities		
	Metres	Feet	Theatre	Classroom	Banquet
Banquet "A"	7.93 x 9.46	26' x 31'	80	40	60
Banquet "B"	7.93 x 9.46	26' x 31'	90	50	70
Banquet "A" & "B" (combined)	7.93 x 18.91	26' x 62'	170	90	130
Bubble Room	7.32 x 9.76	24' x 32'	60	35	40
Board Room	4.88 x 7.02	16' x 23'	—	16	—
Conference Room (L-shaped)	4.27 x 7.32	14' x 24'	—	12	—
Executive 401	4.58 x 5.80	15' x 19'	—	10	—
Executive 290	3.66 x 4.58	12' x 15'	—	10	—

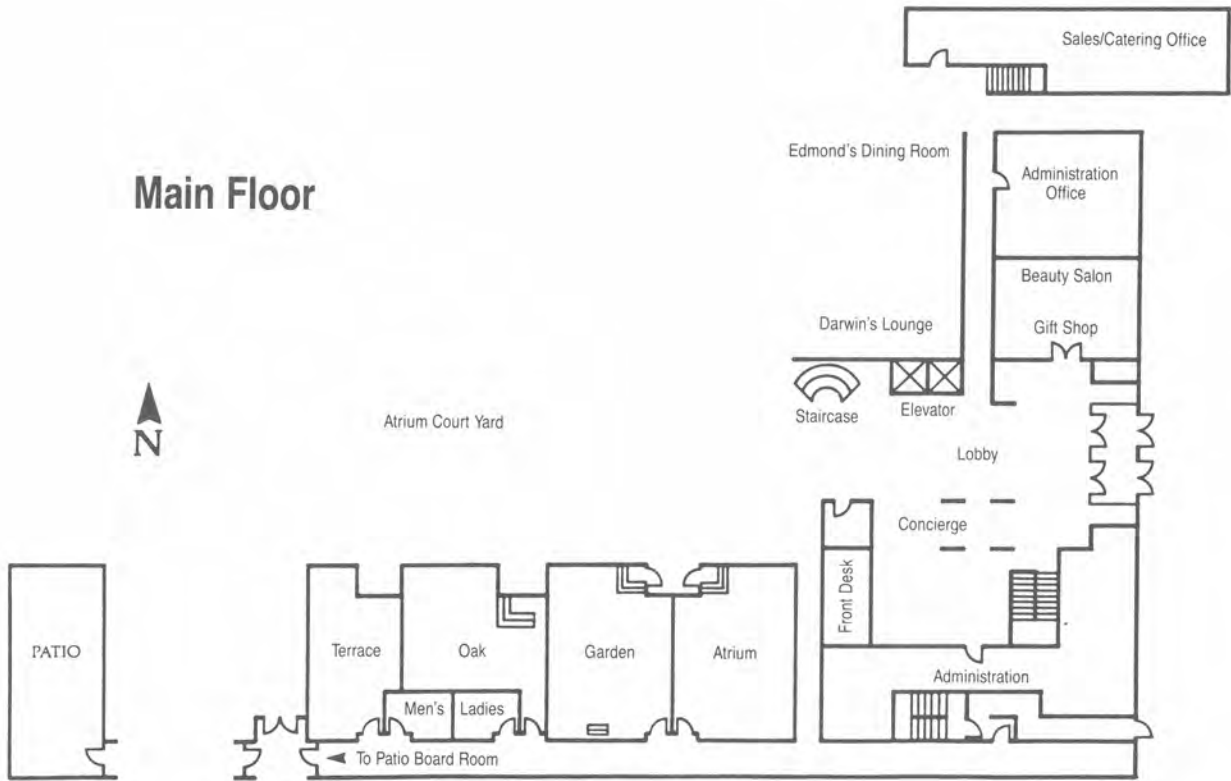


**The Coast
Terrace Inn**

4440 Calgary Trail Northbound
Edmonton, Alberta
T6H 5C2
Phone: (403) 437-6010
Toll free: 1-800-663-1144
Fax: (403) 437-0153

Accommodation:
204 deluxe rooms, 19 suites

Amenities
Edmond's Dining Room, Darwin's Lounge,
Courtyard Restaurant, English Pub,
Hairdresser, Gift Shop, Non-smoking
rooms, Indoor Parking.
Also the Urban Fitness Centre: which
includes heated indoor swimming pool,
whirlpool - (Free to Hotel Guests), Sun
room, racquetball, squash, and running
track - (Nominal Fee).



COAST TERRACE INN MEETING ROOM FACILITIES

MEETING ROOMS	SO. (METRES)	SO. (FEET)	SIZE (METRES)	SIZE (FEET)	HT.	THEATRE	CLASS ROOM	RECEP.	HOLLOW SQUARE	BOARD ROOM	DINNER	DINNER DANCE
Atrium	78	840'	7.31x10.67	24'x35'	8'6"	75	40	75	40	30	50	30
Garden	78	840'	7.31x10.67	24'x35'	8'6"	75	40	75	40	30	50	30
Oak	70	750'	9.14x 7.62	30'x25'	8'6"	60	30	40	30	30	40	30
Terrace	62	665'	5.79x10.67	19'x35'	8'6"	35	20	30	—	18	20	—
Patio	65	700'	10.67x 6.10	35'x20'	8'6"	—	—	—	—	16	16	—
Richmond	78	840'	9.14x 8.53	30'x28'	8'	60	40	75	32	30	50	—
Victoria	75	812'	8.83x 8.53	29'x28'	8'	70	40	75	32	30	50	—
Aragon	75	812'	8.83x 8.53	29'x28'	8'	70	30	75	32	30	50	—
Combined	229	2464'	26.82x 8.53	88'x28'	8'	225	130	225	80	80	150	130
Campaign	99	1064'	8.53x11.58	28'x38'	8'	80	56	40	50	40	50	35
Cardinal	68	728'	7.92x 8.53	26'x28'	8'	50	32	50	34	24	40	40
Imperial	669	7200'	18.29x29.36	60'x120'	8'	350	280	300	—	—	300	360
Ballroom A	—	—	10.7x25.9	35'x85'	14'6"	250	120	300	86	—	180	140
Ballroom B	—	—	15.54x25.9	51'x85'	16'	400	180	400	100	—	300	200
Ballroom C	—	—	13.72x25.9	45'x85'	14'	300	110	300	86	—	240	160
Ballrooms A & B	—	—	—	—	—	550	260	—	160	—	500	390
Ballrooms B & C	—	—	—	—	—	650	275	—	180	—	500	390
Ballrooms A, B & C	—	—	39.93x32.61	131'x107'	14'	1200	500	1200	—	—	800	700
Ballrooms A, B, C & Foyer	—	—	39.93x32.61	131'x107'	14'	1400	800	1500	—	—	1250	1100
Gallery 1	—	—	11.89x 7.62	39'x25'	9'	80	50	75	38	40	50	40
Gallery 2	—	—	11.89x 6.40	39'x21'	9'	80	50	75	38	40	50	40
Gallery 3	—	—	7.01x 7.62	23'x25'	9'	30	30	50	26	20	30	20
Galleries 1 & 2	—	—	—	—	—	120	60	—	60	48	100	80
Galleries 2 & 3	—	—	—	—	—	100	50	—	54	48	80	60
Galleries 1, 2 & 3	—	—	11.89x21.64	39'x71'	9'	180	120	200	90	80	150	140



Convention Inn

4404 Calgary Trail Northbound
Edmonton, Alberta
T6H 5C2
Phone: (403) 434-6415
Toll free: 1-800-661-6454
In B.C. Only: 112-800-661-6454
Fax: (403) 436-9247

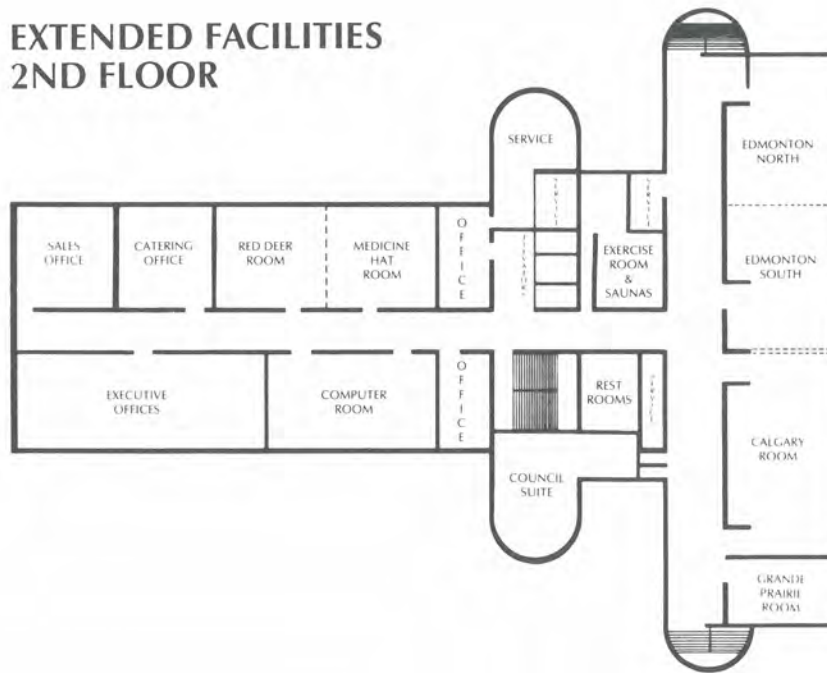
Accommodation:

250 deluxe rooms, bi-levels and executive suites

Amenities

Sauna, exercise rooms, indoor swimming pool, rooftop dining lounge, 3 lounges, 24 hour room service, 24 hour Vineyard Cafe, free parking for 1200 vehicles, International Airport and West Edmonton Mall shuttle service, gift shops and hairdresser.

EXTENDED FACILITIES 2ND FLOOR



CONVENTION INN MEETING ROOM DETAILS

ROOMS	Dimensions		Capacities		
	Metres	Feet	Theatre	Classroom	Banquet
Ballroom A	14.90 x 14.59	49' x 48'	320	200	250
Ballroom B	14.90 x 14.59	49' x 48'	320	200	250
Ballroom C	12.77 x 14.59	42' x 48'	270	160	200
Ballroom D	12.77 x 9.12	42' x 30'	170	100	130
Ballroom E	3.56 x 12.77	12' x 42'	70	40	50
Ballroom F	1.82 x 12.77	6' x 42'		Reception Only	
Ballroom G	7.30 x 11.25	24' x 37'	120	70	90
Ballroom H	7.30 x 11.25	24' x 37'	120	70	90
Ballroom J	9.12 x 11.25	30' x 37'	150	90	110
Ballroom K	3.65 x 11.25	12' x 37'	50	40	40
Ballroom L	1.82 x 11.25	6' x 37'		Reception Only	
Grand Ballroom	1208 m ²	13,000 sq. ft.	1700	1100	1300
Lethbridge	10.9 x 7.3	36' x 24'	55	36	45
Medicine Hat	7.3 x 7.3	24' x 24'	35	15	25
Red Deer	7.3 x 7.3	24' x 24'	35	15	25
Council Suite	55.74 m ²	600 sq. ft.	—	16	16
Grande Prairie	9.5 x 7.3	31' x 24'	20	12	12
Edmonton N and S	16.4 x 7.9	54' x 26'	125	50	80
Calgary	12.5 x 7.9	41' x 26'	100	50	60
Total Edmonton & Calgary	28.9 x 7.9	95' x 26'	225	100	140



Nisku Inn

Across from International Airport
Box 9801
Edmonton International Airport
Edmonton, Alberta
T5J 2T2
Phone: (403) 955-7744
Fax: (403) 955-7743
Toll Free: 1-800-661-6966

Accommodation:
148 rooms

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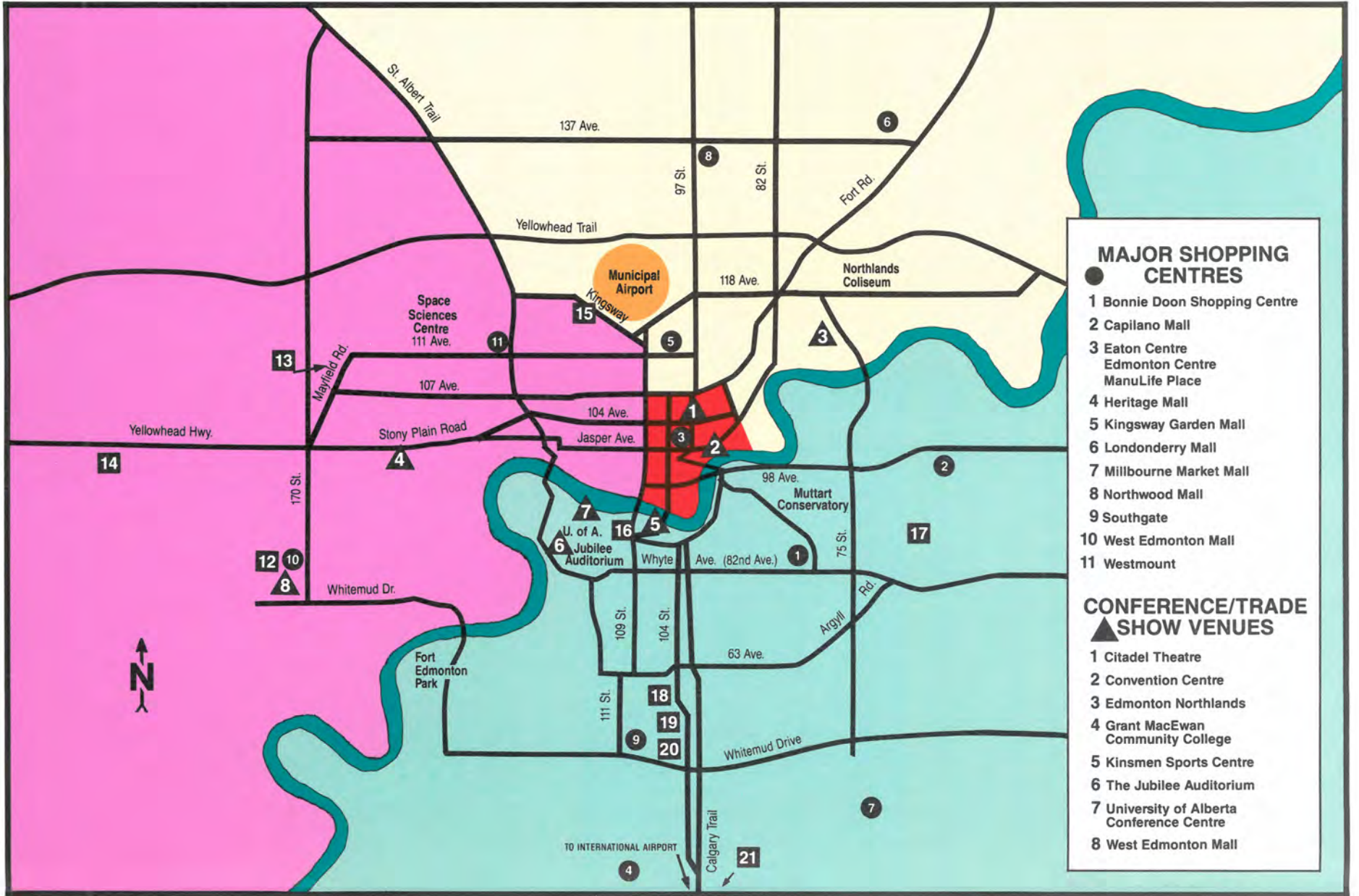
NISKU INN MEETING ROOM FACILITIES

Leduc Room	40
Boardroom	18
Devon Room	10
Nisku I	250
Nisku II	200
Nisku Ballroom	450
Nisku III	200

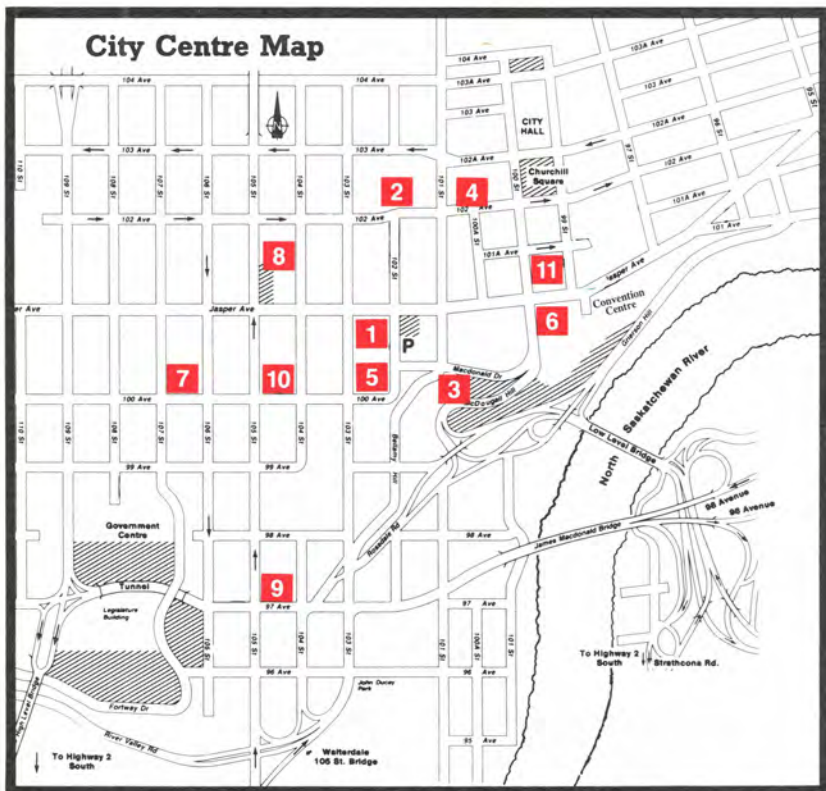
BANQUET FACILITIES

Nisku I	200
Nisku II	150
Nisku Ballroom	350
Nisku III	100
Martinque Cafe	175
Last Chance Saloon	160
Lakeside Grill	100

HOTEL and MEETING FACILITIES



HOTELS



CITY CENTRE

- 1 ALBERTA PLACE**
10049 - 103 Street
Edmonton, Alberta T5J 2W7
- 2 CENTRE SUITE HOTEL**
10222 - 102 Street
Edmonton, Alberta T5J 4C5
- 3 CHATEAU LACOMBE**
10111 Bellamy Hill
Edmonton, Alberta T5J 1N7
- 4 EDMONTON HILTON**
10235 - 101 Street
Edmonton, Alberta T5J 3E9
- 5 EDMONTON HOUSE**
10205 - 100 Avenue
Edmonton, Alberta T5J 4B5
- 6 HOTEL MACDONALD**
10065 - 100 Street
Edmonton, Alberta T5J 0N6
- 7 INN ON 7TH**
10001 - 107 Street
Edmonton, Alberta T5J 1E2
- 8 RAMADA RENAISSANCE**
10155 - 105 Street
Edmonton, Alberta T5J 1E2
- 9 RIVER VALLEY INN**
9710 - 105 Street
Edmonton, Alberta T5K 1A4

- 10 SHERATON PLAZA EDMONTON HOTEL**
10010 - 104 Street
Edmonton, Alberta T5J 0Z1
- 11 THE WESTIN HOTEL EDMONTON**
10135 - 100 Street
Edmonton, Alberta T5J 0N7

EDMONTON WEST

- 12 FANTASYLAND HOTEL & RESORT**
17700 - 87 Avenue
Edmonton, Alberta T5T 4V4
- 13 MAYFIELD INN**
Mayfield Road and 109 Avenue
Edmonton, Alberta T5T 4B6
- 14 WESTWOOD INN**
18035 Stony Plain Road
Edmonton, Alberta T5S 1B2

MUNICIPAL AIRPORT AREA

- 15 EDMONTON INN**
11830 Kingsway Avenue
Edmonton, Alberta T5G 0X5

EDMONTON SOUTH

- 16 CAMPUS TOWER APARTMENT HOTEL**
11145 - 87 Avenue
Edmonton, Alberta T6G 0Y1
- 17 CAPILANO INN**
9125 - 50 Street
Edmonton, Alberta T6B 2H3
- 18 CEDAR PARK INN**
5116 Calgary Trail Northbound
Edmonton, Alberta T6H 2H4
- 19 THE COAST TERRACE INN**
4440 Calgary Trail Northbound
Edmonton, Alberta T6H 5C2
- 20 CONVENTION INN**
4404 Calgary Trail Northbound
Edmonton, Alberta T6H 5C2

INTERNATIONAL AIRPORT AREA

- 21 NISKU INN**
Across from International Airport
Box 9801,
Edmonton International Airport
Edmonton, Alberta T5J 2T2