MAKE YOUR MEETINGS MATTER AT BOW VALLEY SQUARE

Bow Valley Square’s Conference Centre is designed for convenience and productivity. The facility’s five meeting rooms offer a range of seating configurations depending on the size and purpose of your event. Whether you plan to hold large or small meetings, to train staff, or to celebrate a corporate milestone, Bow Valley Square Conference Centre will meet your needs. Bow Valley Square also offers tenants a state-of-the-art, fully wired solution for meetings, presentations and virtual conferencing. Advanced technology including a ceiling mounted projector with drop down screen, speakers, wireless voice, data and microphones allows tenants to deliver powerful and media rich presentations. A column-free design provides unobstructed views of speakers and presentation materials. The lighting in each room is individually controlled. One room also features natural light from the full-length windows along one wall.

GENERAL INFORMATION

The Conference Centre is housed on the 3rd floor of Bow 2 in the East tower of Bow Valley Square. Decorated with a contemporary modern feel and mixed with warm colours, the Conference Centre delivers a feeling of class and luxury for any business meeting you may host. There is a breakout area with seating available to all those who book within the facility. The facility is available to all Oxford Properties customers, tenants and non-tenants, with the highest priority going to our Bow Valley Square tenants.

A reception area is available for larger bookings to accommodate check in before entering the meeting. All rooms are equipped with full-length serving counters, refrigerators and sinks conveniently located at the back of the meeting rooms for all your catering needs. Catering is available from many of our Bow Valley Square retailers (see catering list).
ROOMS AND CAPACITIES

Flexibility and choice are what tenants can expect at the Bow Valley Square Conference Centre. From single room bookings with seven seating arrangements, to combined rooms with the capacity to accommodate up to 100 individuals – the wide range of options allows you to plan your event with confidence and ease.

Angus Room, Northcote Room, Hamilton Room, Scarth Room, Barclay Room

ROOM CAPACITY

<table>
<thead>
<tr>
<th>SETUP</th>
<th>ANGUS</th>
<th>NORTHCOTE</th>
<th>ANGUS/NORTHCOTE</th>
<th>HAMILTON</th>
<th>SCARTH</th>
<th>BARCLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>U-Shape</td>
<td>14</td>
<td>22</td>
<td>34</td>
<td>22</td>
<td>—</td>
<td>24</td>
</tr>
<tr>
<td>Boardroom</td>
<td>16</td>
<td>28</td>
<td>40</td>
<td>28</td>
<td>7/8</td>
<td>28</td>
</tr>
<tr>
<td>Theatre</td>
<td>32</td>
<td>50</td>
<td>100</td>
<td>45</td>
<td>—</td>
<td>50</td>
</tr>
<tr>
<td>Stand-Up</td>
<td>48</td>
<td>63</td>
<td>111</td>
<td>71</td>
<td>—</td>
<td>50</td>
</tr>
<tr>
<td>Classroom</td>
<td>18</td>
<td>30</td>
<td>56</td>
<td>28</td>
<td>—</td>
<td>32</td>
</tr>
<tr>
<td>Round Table</td>
<td>20</td>
<td>36</td>
<td>64</td>
<td>40</td>
<td>—</td>
<td>48</td>
</tr>
</tbody>
</table>

*Angus Room and Northcote Room can be combined for larger seating arrangements up to 100.
SEATING PLAN OPTIONS

There are seven seating plans available at the Conference Centre and each of the plans offer different options depending on how rooms are combined. The seven seating plans are:

- Classroom
- Boardroom
- U-shape
- Theatre
- Round Table
- Stand-up
- Custom Arrangement (drawing required)

SETUP STYLES

Each seating plan can be set up in each of the Conference Centre rooms.

ROOM CONFIGURATIONS
- Classroom
- Boardroom
- U-Shape
- Theatre

Round Table
ROOM FEATURES

The features of the facility include the following audio visual equipment and furniture:

- Teleconferencing
- Video-conferencing (Angus/Northcote only)
- Ceiling Drop Down Screen
- Ceiling Projector
- Courtesy Landline Telephone when needed
- Wireless Internet (Password ID provided by Conference Centre Coordinator)
- Handheld/Lapel Microphone
- Power Bars/Extension Cords
- Chairs
- Tables
- Podium
- Coat Closet
- Flipchart
- Small Fridge
- Sink with drinking water tap
- Men’s/Women’s Washroom conveniently located just outside the Conference Centre.
- Telephones available in reception area

ROOM RATES

TENANTS: Each Tenant of Bow Valley Square is allocated a certain amount of days to use the Conference Centre per month at no charge. Monthly allotments cannot be carried over to the next month, and any days used after the allotment has been used up will be charged accordingly at the end of the month. Subtenants have the ability to book and use their allotment with prior arrangements made through the head tenant. At the end of every month, the Conference Centre Coordinator will send out an invoice if the tenant is over their allotted days. Once the days are used for the month, the below rates become effective as a real dollar cost. If rooms are combined to make one larger room, the cost for the combined room is shown below as well.

NON-TENANTS: For all non-tenant bookings, please see room rate chart below. Payment must be received prior to the event/meeting.

<table>
<thead>
<tr>
<th>ROOM</th>
<th>HALF DAY (4 hours or less)</th>
<th>FULL DAY (over 4 hours)</th>
<th>WEEKEND DAY (Saturday/Sunday/Holidays)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angus, Northcote, Hamilton, Barclay</td>
<td>$200</td>
<td>$375</td>
<td>$300 + $60*</td>
</tr>
<tr>
<td>Angus/Northcote combined</td>
<td>$250</td>
<td>$400</td>
<td>$450 + $120*</td>
</tr>
<tr>
<td>Scarth</td>
<td>$100</td>
<td>$200</td>
<td>$150 + $30*</td>
</tr>
</tbody>
</table>

*A mandatory clean-up fee is added to all weekend room rentals.
CATERING

Catering successful breakfast meetings, business luncheons and special evening events is easy. Bow Valley Square’s food retailers provide everything from informal coffee and muffins, sandwiches and pop, to hot hors d’oeuvres and dinners. See individual stores and restaurants for menus and details.

<table>
<thead>
<tr>
<th>CATERING COMPANY</th>
<th>PHONE NUMBER</th>
<th>WEBSITE</th>
<th>MENU</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Bow Valley Club</td>
<td>403-265-9074</td>
<td><a href="http://www.bowvalleyclub.com">www.bowvalleyclub.com</a></td>
<td>Click for Menu</td>
</tr>
<tr>
<td>Extreme Pita</td>
<td>403-261-9907</td>
<td><a href="http://www.extremepita.com">www.extremepita.com</a></td>
<td>Click for Menu</td>
</tr>
<tr>
<td>La Prep</td>
<td>403-237-0446</td>
<td><a href="http://www.laprep.com">www.laprep.com</a></td>
<td>Click for Menu</td>
</tr>
<tr>
<td>Olly Fesco’s</td>
<td>403-457-0612</td>
<td><a href="http://www.ollyfrescos.ca">www.ollyfrescos.ca</a></td>
<td>Click for Menu</td>
</tr>
<tr>
<td>Second Cup</td>
<td>403-263-3446</td>
<td><a href="http://www.secondcup.com">www.secondcup.com</a></td>
<td>n/a</td>
</tr>
<tr>
<td>Tim Hortons (+15)</td>
<td>403-268-5267</td>
<td><a href="http://www.timhortons.com">www.timhortons.com</a></td>
<td>n/a</td>
</tr>
<tr>
<td>Verona Pizza</td>
<td>403-264-6676</td>
<td><a href="http://www.veronapizza.com">www.veronapizza.com</a></td>
<td>Click for Menu</td>
</tr>
<tr>
<td>Butcher &amp; The Baker</td>
<td>403-265-7765</td>
<td><a href="http://www.butcherbakeryyc.com">www.butcherbakeryyc.com</a></td>
<td>Click for Menu</td>
</tr>
</tbody>
</table>

PARKING

There is public parking in Bow Valley Square’s heated underground parkade. The entrance is located on 5th Avenue SW, between 1st and 2nd street SW. If the parking lot is full, there are 2,000 public parking stalls available within one block of Bow Valley Square.

![Map of Bow Valley Square](Map.png)
CORPORATE EVENT USE

If you are planning a large after hours function and require extensive planning, please contact the Conference Centre Coordinator at 403.705-1148. A full review of the function must be conducted by the Conference Centre Coordinator and the event must be finalized with no changes at least 1 week in advance.

Oxford encourages all customers to strive towards a low waste function and to consider this while planning an event.

Large after hours and weekend functions at the Conference Centre will be charged a cleaning fee for the room depending on the room size. The clean up at the end of the function will be the responsibility of the customer to remove all of there items from the room.

HOW TO BOOK

To check on availabilities or to book your meeting, please call 403-705-1148. Our expert Conference Centre Coordinator will be able to take your request and book the facility. If a cancellation occurs after 7 days prior to the meeting there will be a 100 dollar charge to the client for any late cancellation.

Bow Valley Square Conference Centre is here to help make your meetings and events a success!

Bow Valley Square Conference Centre Coordinator
403-705-1148 w  |  403.369-9431 c
bvs_conferencecentre@oxfordproperties.com
Bow Valley Square 2 Tower
CONFERENCE CENTRE RULES AND REGULATIONS

Here at the Bow Valley Square Conference Centre, Oxford Properties Group strives to provide you with the best possible ‘AAA’ service available. The below Rules and Regulations are standards set in place to keep the Conference Centre facility at its finest. Please read through the below information:

1. The tenant will be using the Bow Valley Square Conference Centre for standard business purpose and work related events only.

2. The Conference Centre is a smoke-free environment.

3. All equipment and articles belonging to the Client must be removed from the Conference Centre upon completion of your meeting.

4. The facility business hours range from 8am to 6pm, Monday to Friday, and prior arrangements must be made with the Conference Centre Coordinator for alternative hours required.

5. For after hours and weekends bookings, there will be a cleaning fee that is charged prior to the client receiving access to use the room.

6. Special instructions for caterer’s must be communicated with the Conference Centre Coordinator (i.e.: early arrival times) at least 24 hours in advance.

7. To avoid damage to wall finishes, the tenant cannot use tape or affix signage anywhere within the Conference Centre facility.

8. No cooking to be completed on site.

9. No open flame or Bunsen burners without supervision.

10. Alcohol will be allowed with prior permission from the Conference Centre Coordinator.

11. There must be proof of a liquor licence provided before the meeting and a copy handed to the Conference Centre Coordinator. There must also be a liquor guard in attendance during the event.

12. If an event planner is involved, they must meet with the Conference Centre Coordinator at least 14 days prior to making decisions in regard to usage of the Conference Centre space.

13. The Tenant will inform the Conference Centre Coordinator at least one week in advance of extra service requirements such as: cleaning, security, garbage bins, sign holders, easels of which the Conference Centre Coordinator will provide.

14. Oxford Properties will not accommodate delivery of catering earlier than 7:00am.

15. Outside Food and Service Providers must be arranged by the meeting host.

16. All cancellations must be done 7 days prior to your event to avoid the late cancelation fee of 100.00 or in the event of a no-show on the booking date.

17. Tentative bookings will be held for a maximum of seven days. Full payment (rental rate plus GST by non-tenants of Bow Valley Square) is required at the time of confirmation prior to being given the use of the space.

Should you have any questions or require special assistance with the Conference Centre, please contact Oxford Properties Group at 403-705-1148.
CONFERENCE CENTRE POLICIES AND PROCEDURES

SPECIAL FUNCTIONS

QUESTIONS & ANSWERS:

1. What is considered a Special Function?
   A Special Function would be a gathering outside the scope of what is considered a regular business meeting. It would require extensive planning, coordination, and attention to details in preparation of this function. Example of a special function would be an Annual General Meeting, a Stakeholders Meeting, a Town Hall, a meeting open to general public, a meeting outside of regular business hours.

2. What time can I book my Special Function?
   The Bow Valley Square operating hours are from 7am to 4pm during weekdays. On weekends and holidays, the building is closed. Special functions may be held in the Conference Centre anytime during regular opening hours. Often, special functions are held outside these hours and prior arrangements must be made through Oxford Properties to accommodate this. Outside of the operating hours on the weekend there will be a charge for cleaning costs during this time.

3. Who do I contact to book the Conference Centre rooms?
   To check availabilities and book room at the Bow Valley Square Conference Centre, a customer must call 403-705-1148 or send an email to bvs_conferencecentre@oxfordproperties.com

4. What information do I need to book the Conference Centre?
   By using the Meeting Room Booking Form, you can prepare the details of your meeting for which the Conference Centre Coordinator will require to complete the booking. Once the booking is completed, you will receive a confirmation email stating the booking date, time, number of people attending and room set up.

5. Who do I contact for facility details after the rooms are booked?
   The Bow Valley Square Conference Centre has an onsite Conference Centre Coordinator from 7am to 4pm on weekdays. The Conference Centre Coordinator can work with you on your event details. Please have the caterer or event coordinator meet with the Conference Centre Coordinator to review details. Please have the finalized details of the functions at least 2 weeks in advance. The main contact at the Bow Valley Square Conference Centre is the Conference Centre Coordinator. Please use the below numbers and email.
   Phone: 403-705-1148
   Cell Phone: 403-369-9431
   Email: bvs_conferencecentre@oxfordproperties.com

6. What do I do when my meeting goes late?
   It is acceptable for business meeting to run later than expected. For example, if a meeting is booked until 4pm, and there are no other parties booked in after this booking, there will be no problem. If there is another party booked in you will be informed so you can wrap up your meeting.

7. What do I do when I need to come in early to prepare for my meeting?
   Prior arrangements with the Conference Centre Coordinator can be made to accommodate early morning preparation time.
QUESTIONS & ANSWERS:

8. Can I test teleconferencing and videoconferencing?
   Audio Visual and technology testing may be requested before any large event. Make sure to check availabilities through the Conference Centre Coordinator and arrange a time to test when the rooms are free. Oxford Properties will not charge for this test session.

9. How can I cancel my meeting?
   You can cancel your meeting simply by calling or emailing the Conference Centre. If your meeting is cancelled after 7 days prior to the function start time, you will be charged a 100.00 dollar late cancellation fee.

10. How do I arrange for special requirements for my meetings?
    Special requirements can be arranged through the Conference Centre Coordinator of the Conference Centre, as their main goal is to provide you with ‘AAA’ service. For more information and a tour of the facility, please contact the Conference Centre Coordinator.

11. Where does the caterer deliver to?
    Due to Bow Valley Square policies and procedures, the caterers can only deliver to the loading dock. They cannot bring any food or item up the passenger elevator and must always use the freight service elevator.

12. Where is the loading dock?
    The main entrance to the loading dock is located off of 6th Ave SW and between 1st and 2nd Street SW. Once the delivery has arrived, there can be no storage on the loading dock and the caterer must check in with the dock master.

13. How does the caterer get from the loading dock to the Conference Centre?
    We recommend review of this when working with the Conference Centre Coordinator during preparations. During a tour, you should follow the path that the deliveries would take to become familiar. The caterer must take the loading on 5th Ave West tower freight elevator to the 3rd floor, and go right down the hall to the Conference Centre. After business hours, a pre-booking of the freight elevator is necessary and made through the Bow Valley Square dock master. The freight booking must be arranged prior to the day of the function.

Oxford Properties endeavours to make your special function seamless and effortless. With prior preparations made through the Conference Centre Coordinator, you can ensure that all of your requests are answered. Although we may not have covered all the questions you may have in this information package, feel free to contact the Conference Centre Coordinator at anytime. Alternatively, you can reach the Bow Valley Square Reception at 403-261-0621. Thank you for choosing the Bow Valley Square Conference Centre to host your special function.
RETAILER DIRECTORY

FOOD & BEVERAGE
A&W 403.269.6548
BLISS CUPCAKES 403.699.8838
EXTREME PITA 403.261.9907
FAMOUS WOK 403.266.2749
FANNIE MAY FINE CHOCOLATES 403.764.4400
JUGO JUICE 403.264.4053
LA PREP 403.237.0446
NATHAN’S FAMOUS 403.234.9432
OLLY FRESCO’S 403.457.0612
SECOND CUP 403.263.3446
STARBUCKS 403.237.6766
TACO TIME 403.263.2987
TANDORI 403.352.6902
TIM HORTONS 403.288.5267
VERONA PIZZA 403.264.6676

RESTAURANTS
CHOICES ORIENTAL NOODLE EATERY 403.237.5477
CORÁ BREAKFAST AND LUNCH 403.266.6583
REDWATER RUSTIC GRILLE 403.265.3837
TIM HORTONS 403.264.1877

HEALTH & WELLNESS
BOW VALLEY CHIROPRACTIC 403.262.2211
THE BOW VALLEY CLUB 403.265.9074
BOW VALLEY DENTAL 403.266.5121
BOW VALLEY SQUARE MEDICAL CLINIC 403.264.6334
CALGARY LASER & ESTHETIC CLINIC 403.215.2737
DOWNTOWN SPORTS CLINIC 403.234.7557
IRIS OPTICAL 403.262.1650
NUTRITION HOUSE 403.290.0232

SPECIALTY & GIFTS
BELL MOBILITY 403.366.0687
BOW VALLEY JEWELLERS 403.234.0888
CUSTOM COMMUNICATIONS 403.237.5798
IMAGINE WIRELESS 403.532.5994
ITINERANTE FLOWERS 403.262.2333
MATHIESON & HEWITT PHOTO 403.263.2561
NUT MAN COMPANY 403.266.4699
STEPHEN LOWE ART GALLERY 403.261.1602
X-PRESS 403.290.0142

SERVICES
AERO TRAVEL 403.261.6600
BEST OF SEVEN BARBERS 403.457.2637
BOW VALLEY CAR WASH 403.263.4660
BOW VALLEY CHILD CARE 403.269.1719
COPY CENTRE 403.233.2122
CORK FINE WINE LIQUOR AND ALE 403.294.1310
H&R BLOCK 403.705.1133
LICENSENG CO. 403.299.2373
MANWOMAN HAIR SALON 403.215.3720
SHOEMASTERS SHOE REPAIR 403.266.6480
WHITE DOVE CleanERS 403.264.4408

BANKS
CIBC 403.974.6326
ROYAL BANK 403.292.2048

MEN’S & WOMEN’S FASHION
BENTLEY LEATHERS 403.261.5707
JOSEPH’S MENS WEAR 403.264.5305

CONCIERGE
403.705.1133 www.bowvalleysquare.com