



# Palliser District Teachers' Convention

## February 23<sup>rd</sup> and 24<sup>th</sup>, 2017 Exhibitors' Information

Welcome to our 2017 Convention! Please take note of the following items:

### Information and Assistance During Convention

**Move In/Out or Utilities Questions:** St. Georges Show Service office is near the loading dock. Go through the back of the hall and west of the washroom doors.

**Other Questions or Assistance:** Please visit the Palliser Exhibitor Information booth inside the exhibits area (booth #601) or the General Information Desk in the lobby outside the exhibits hall. Alternately, during convention you can text Tara at 403 835-8492☺

### Safety Regulations

Please keep your belongings including chairs and tables inside your booth area.

### Exhibit Times

Exhibits viewing hours are from 8:00 am – 4:30 pm on Thursday and from 8:00 am – 2:00 pm on Friday. The hall will be locked shortly after 4:30 pm on Thursday. **Please note that, exhibitors are expected to have their booth set up and staffed during exhibit floor hours. Exhibitors who pack up early may lose preferential booth choices for 2018 convention.**

### Move In/Out Move In:

Personnel at the loading dock will move your material from your vehicle to your booth space.

\*Move in time is from Noon – 7:00 pm on Wednesday, February 22<sup>nd</sup>. **Any and all out of hours move in requests must be preapproved and arranged with St. George and Telus Convention Centre Security prior to Friday, February 17<sup>th</sup>.**

### Move Out:

St. Georges Show Service will assist you on Friday with directions for the move out.

\*Booths must NOT be dismantled before 2:00 pm on Friday. Early exit of exhibitor may result in loss of preferred booth choice for 2018.

## **Security**

Wednesday set up time is from Noon – 7:00 pm. For exhibitors who need to come in early, there will be a convention board member at the side, grey doors on both Thursday and Friday morning at 7:00 am. The doors will be open for teachers at 8:30 am.

PDTCA has arranged a security guard for the exhibits hall on Thursday – Friday. The security guard will be roaming the exhibits during the day and will be assisting in clearing delegates out at the end of the day. *Exhibitors will be asked to stay no later than 5:15 on Thursday.* There are cameras and alarms in the area. TELUS Convention Centre security will respond to any breach of the security system. We have been cautioned that downtown Calgary has a ring of sophisticated robbers who visit hotels and conventions. Please carefully guard your property at all times.

## **Identification badges**

We will provide identification badges for you and/or your representatives. Please insert your business card in the pocket and wear the badge at all times. In order to access the exhibits hall prior to 8:30 am, you will need to enter through the side door and show your id badge. This is a closed convention and we need to ensure that there are no uninvited people on the exhibit floor. This also helps to protect your products and property.

Please leave your badges on your tables at the end of convention so they can be collected for recycling. If you need additional identification badges, please visit the Exhibitor Information booth inside the exhibits hall.

## **Draws**

**If you have committed to having a draw at your booth, please do so between 10:30 and 11:30 am on Friday. Winners should be contacted by the Exhibitor to arrange pick-up.**

## **Evaluation**

We would greatly appreciate your feedback about how we can make our convention even better. You will be emailed the link to an online evaluation shortly following our convention.

## **Parking**

Pay parking is available directly under the Convention Centre. Access is from 1<sup>st</sup> Street SE immediately after the entrance to the north loading dock. Parking in the Convention Centre area is at a premium at the best of times. Please arrive early to ensure a spot.

## Exhibitor of the Year

We would like to congratulate our Exhibitor of the Year, Sportfactor Inc. Exhibitor of the Year is chosen based on educational services represented, and loyalty to Palliser District Teachers' Convention.

## Pre-booking for 2018 Convention

During the convention, you may pre-register and secure your preferred location for Convention 2018 at the Palliser Exhibitor Information booth #601 (payment must accompany registrations). Online pre-registration and Paypal will be available at the PDTCA booth on Friday. The booth rates for next year are \$561.75 inclusive of GST. A limited number of discounted-rate booths are available to non-profit groups that have a registered charitable organization number. **All non-profit booths must first be approved by the Exhibit's Chair prior to registering.** Regular booking will begin online through [www.pdtca.org](http://www.pdtca.org) in May. We recommend that you register by the end of August 2017. All booths are secured on a first come, first served basis. **No locations for Convention 2018 will be guaranteed or confirmed before payment is received in full. Any reserved booths whose payment has not been received or arranged by December 1, 2017, will be released.**

## Cancelation Policy

Exhibitors who cancel prior to December 1st of a given year shall receive a full refund. Exhibitors who cancel between December 1<sup>st</sup> - 31<sup>st</sup>, will receive a refund less a \$50.00/booth cancellation fee. Exhibitors who cancel in January, will receive a refund of 50 % of the fee and GST. ***Cancelation in February will result in the forfeit of all fees.***

In unusual circumstances, the exhibit's chairperson may use his/her discretion to refund fees.

## GST Number

Our G.S.T. number is R1222845999.

**On behalf of our board, we wish to thank you and your organization for exhibiting at our convention. We hope to see you again next year!**

Sincerely,

Tara Hryszak 2017 Exhibits' Chair

Jo Anne Partlo 2017 Exhibits' Assistant