

Dear Exhibitor:

Welcome to the 81<sup>st</sup> Palliser District Teachers' Convention, which will be held at the Telus Convention Centre on **Thursday, February 20<sup>th</sup> and Friday, February 21<sup>st</sup> 2020**. Your Exhibits' Chairperson is Tara Hrysak, and assistant Chairperson is Lesley Gibson. We look forward to working with you. If you have any questions or concerns, please do not hesitate to contact Tara through email at [exhibits@pdtca.org](mailto:exhibits@pdtca.org). Please include the subject, *Palliser Convention*, so that your email does not go into junk mail. **Please refer to Exhibitor Info sheet for all policies and procedures**

**Standard Booth Package - Your standard booth package includes:**

10' x 10' single booth with 8' high backwall drapery and 3' high sidewall drapery, two draped tables (12 linear feet combined), two chairs, professionally made sign 7"x 44" exhibitor show card (lettering and draping of tables and booths coordinated, materials handling service for in and out, and box storage. *2 WiFi connections per booth will also be provided.*

**Substitutions** - We realize that not every exhibitor will want the materials included in the booth package; however, we are unable to satisfy requests for substitutions or for compensation for materials not used. If there are any of the materials contained in the basic booth package that you know you will not use, please contact Amy Oliver at Superior Show Services. [amy@calgary-convention.com](mailto:amy@calgary-convention.com) **\*Booths do not include electrical. Electrical connections can be purchased through the CTCC link on our website under Step #4.**

**Contact Information**

Tara Hrysak  
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Website: [www.pdtca.org](http://www.pdtca.org)

**Cancelation Policy** - Exhibitors who cancel prior to November 30<sup>th</sup> of a given year shall receive a full refund minus a \$50.00 booking fee. Exhibitors who cancel between December 1<sup>st</sup> - 31<sup>st</sup>, will receive a refund of 50 % of the fee and GST. **Exhibit space canceled after December 31st, will result in the forfeit of all fees.**

**Convention Viewing Times** – Palliser District Teachers' Convention is held at the Calgary Convention Centre. The address is 120-9th Avenue S.E. The exhibits are open to delegate viewing on Thursday from 8:00 a.m. to 4:30 p.m. and Friday from 8:00 a.m. to 2:00 p.m. Exhibitors will have access to the floor, via the security door, starting at 7:00 a.m. each day. The convention centre will also be providing on floor security for from Wednesday – Friday.

**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.

**Additional Services** - If you require additional services beyond standard booth features, for example, **power outlets**, please order those additional items directly from the TELUS Convention Centre using the forms provided at [www.pdtca.org](http://www.pdtca.org). *To receive an advanced rate, you will need to order before February 1, 2020.*

**Food Samples** – Alberta Health Services **requires** that you complete a special event participant form if you are handing out food or drink samples. This form is not required if food is prepackaged. This form is on our website at [www.pdtca.org](http://www.pdtca.org). **The Marriot is the exclusive caterer for Palliser District Teachers' Convention.**

**Moving In** - Personnel at the loading dock will assist you in removing material from your vehicles and moving it to your booth space. **Move in time is from noon – 7:00 pm on Wednesday, February 20<sup>th</sup>.**

**Moving Out** - Exhibitors may only begin to take down their materials **at 2:00 p.m. on Friday – no earlier.** Procedures for moving out through the loading dock are the reverse of those used when moving in.

**Elevators will be open at 2:00 p.m.**

For questions regarding move in and move out procedures, please contact Superior Show Services at [amy@calgary-convention.com](mailto:amy@calgary-convention.com)