

Dear Exhibitor:

Welcome to the 84th Palliser District Teachers' Convention! We are only a month away! We are looking forward to seeing everyone in-person this year. We will be at the Calgary Telus Convention Centre on **Thursday, February 23rd and Friday, February 24th 2023**. Your Exhibits' Chairperson is Tara Hrysak, and Assistant Chairperson is Kristi Muir. 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. We will be located in booth #104 for the duration of Move-in and convention.

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 Ian Ashton at Global Convention Services. iashton@globalconvention.ca ***Booths do not include electrical. Electrical connections can be purchased through Global Convention Services.**

***Please have these changes in ASAP to ensure they are in place upon move-in.**

As part of the package all exhibitors will have a Booth listing within the Sched platform <https://pdtca2023.sched.com/>. Exhibitors will be able to display: company logos, websites, social media links, their own zoom links and videos. Basic information will be submitted through the registration link. Our webmaster will input your registration information into our Sched platform which can be edited by the exhibitor and/or the webmaster. You will be notified when your booth is added to Sched. If you require assistance at any time please email the webmaster at info@pdtca.org

Please note: If your company is also presenting as a speaker, you will need to use an alternate email to register for the booth (not the speaker's email). This is a Sched requirement.

***** Please go into your registration and double check your Sign Name and its spelling. We will be printing signs and maps in the coming weeks and the Booth Names come directly from this page.**

Convention Viewing Times – Palliser District Teachers' Convention is held at the Calgary Telus 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 Calgary Telus Convention Centre will also be providing floor security for the Exhibits Hall from Wednesday – Friday during viewing hours.

Parking – Affordable pay parking is available directly under the Calgary Telus Convention Centre. Access is from 1st 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 any additional items directly from the link provided under the Global Convention Services on our website.

https://www.pdtca.org/uploads/2/6/5/6/26566833/2023_palliser_district_teachers_convention_global_exhibitor_kit_-_2023.pdf

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. **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 12:00 pm – 7:00 pm on Wednesday, February 22nd.**

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.

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

For questions regarding move in and move out procedures, please contact Ian Ashton at Global Convention Services. iashton@globalconvention.ca

Cancelation Policy - Exhibit space cancelled after December 31st, will result in the forfeit of all fees.