

Dear Exhibitor:

Welcome to the 86th Palliser District Teachers' Convention, which will be held at the Calgary Telus Convention Centre on **Thursday, February 20th and Friday, February 21st 2025**. 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. Please include the subject, *Palliser District Teachers' Convention*, so that your email does not go into junk mail. ***Please refer to Exhibitor Info sheet for all policies and procedures. Ensure that all steps are completed. Please note confirmation of booth space will not be issued until payment has been received.***

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, and materials handling service for in and out. 2 Wi-Fi connections per booth will also be provided. Floor security during viewing times is also 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 Amanda Gibson at Global Convention Services. agibson@globalconvention.ca ****Booths do not include electrical or carpeting. Electrical connections, carpeting and additional services can be purchased through Global Convention Services.***

As part of the package all exhibitors will have a Booth listing within the Sched platform <https://pdtca2025.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). Unique emails are a Sched requirement. If you must use the speaker email do this: If smithj@purses.com is the speaker email, make the exhibitor email smithj+exhibitor@purses.com. Likewise, you can use smithj+speaker@purses.com if you used smithj@purses.com already for the exhibitor email. Adding +speaker or +exhibitor to the email will still send those emails to smithj@purses.com. You can test this now by sending yourself an email with (+any word) just before the @sign in your email address. It works in any email program.

Cancellation Policy - Exhibitors who cancel prior to November 30th of a given year shall receive a full refund minus a 25% booking fee. Exhibitors who cancel between December 1st - 31st, will receive a refund of 50% of the fee and GST. Exhibit space cancelled after December 31st, will result in the forfeit of all fees.

Contact Information

Tara Hrysak
Email: exhibits@pdtca.org
Website: www.pdtca.org

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 4:00 p.m. and Friday from 8:00 a.m. to 3:00 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 - 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.

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 noon – 7:00 pm on Wednesday, February 19th.***

Moving Out - Exhibitors may only begin to take down their materials **at 3:00 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 3:00 p.m.

For questions regarding move in and move out procedures, please contact Amanda Gibson at Global Convention Services. agibson@globalconvention.ca