

Dear Exhibitor:

Welcome to the 87<sup>th</sup> Palliser District Teachers' Convention, which will be held at the Calgary Telus Convention Centre on **Thursday, February 19<sup>th</sup> and Friday, February 20<sup>th</sup> 2026**. Your Exhibits' Chairperson is Tara Hrysak. 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.net](mailto:exhibits@pdtca.net). Please include the subject, *Palliser District Teachers' Convention*, so that your email does not go into junk mail. **Please refer to the Exhibitor Info during registration for all policies and procedures or refer to exhibitor FAQ's on website.** *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, default table sizes are 2 - 6ft), 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](mailto:agibson@globalconvention.ca) **\*Booths do not include electrical or carpeting. Electrical connections, carpeting and additional services can be purchased through Global Convention Services.**

**Sched** - *As part of the package all exhibitors will have a Booth listing within the Sched platform* <https://pdtca2026.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.net](mailto:info@pdtca.net)

**\*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.

**Cancellation Policy** - *Exhibitors who cancel prior to November 30<sup>th</sup> of a given year shall receive a full refund minus a 25% 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 cancelled after December 31<sup>st</sup>, will result in the forfeit of all fees.*

**Staffing** – Due to booth sizes and safety for exhibitors and delegates, we ask that exhibitors limit the number of staff to no more than 5 at one time. Please note, staff members are not permitted to solicit in the aisles or impede the movements of delegates or other exhibitors.

**Contact Information**

Tara Hrysak  
Email: [exhibits@pdtca.net](mailto:exhibits@pdtca.net)  
Website: [www.pdtca.org](http://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 2:30 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 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 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](http://www.pdtca.org). If applicable, a digital copy of any mobile food service license must be provided to CTCC prior to event. ***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 18<sup>th</sup>.***

**Moving Out** - ***Exhibitors may only begin to take down their materials at 2:30 p.m. on Friday – no earlier.***

Exhibitors who choose to take down early, may forfeit high traffic area booth choices for the following year.

Procedures for moving out through the loading dock are the reverse of those used when moving in. Global Convention Services will distribute Move- Out information to exhibitors on Friday morning.

***Dock Elevators will be open at 2:30 p.m.***

For questions regarding move in and move out procedures, please contact Amanda Gibson at Global Convention Services. [agibson@globalconvention.ca](mailto:agibson@globalconvention.ca)