

Frequently Asked Questions for Exhibits

Who will attend the Palliser District Teachers Convention?

PDTCA is made up of 4, 000+ delegates from 10 ATA Locals. For a list of Locals: <https://www.pdtca.org/members-of-pdtca.html>

What is included in the Exhibits Package?

All exhibits' packages include:

- a 10' x 10' single booth with 8' high backwall drapery and 3' high sidewall drapery
- two draped tables (2- 6' tables or 1 – 8' table and 1 – 4' table upon request to Superior Show Services)
- two chairs
- a professionally made sign 7”x 44” exhibitor show card
- materials handling service for move in and out
- 2 *Wi-Fi connections*

Is an electrical connection included?

No, an electrical connection is not included. Electrical connections can be purchased through the Telus Convention Centre.

Where can I find a floor plan?

A current floor plan can be found on the website <https://www.pdtca.org/exhibition-hall-map.html>

How can I pay for my Exhibits space?

Exhibitors can pay via PayPal, e-transfer, or EFT.

When will I receive confirmation and booth number?

Confirmations with booth numbers are sent after payment is received.

What is your Cancellation Policy?

Cancelation Policy states that *Exhibitors who cancel prior to November 30th of a given year shall receive a full refund minus a \$50.00 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.*

What are the exhibit viewing times?

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.

Is there security in the Exhibits space?

Yes, the Telus Convention Centre will also be providing on floor security for Wednesday – Friday.

Where is the Loading Dock located?

The Loading Dock is located at 705 First Street SE

Where do I park?

Pay parking is available directly under the Convention Centre. Access is from 1st Street SE immediately after the entrance to the north loading dock.

Where can I ship my materials?

Shipments scheduled to arrive during the move-in date should be addressed as follows:

PDTCA and Show Date

Exhibitor's Company Name

Booth Number and Room Name

c/o Calgary TELUS Convention Centre North Loading Dock

705 – 1st Street S.E. Calgary, Alberta T2G 2G9 CANADA

Can I bring my own signage?

Yes, however, all signage must meet all current Fire Standards. For more information, please contact the Calgary Telus Convention Centre.