

2027 PALLISER DISTRICT TEACHERS' CONVENTION ASSOCIATION
February 18 and 19, 2027 GST# R122284599

Dear Exhibitor:

Welcome to the 88th Palliser District Teachers' Convention, which will be held at the Calgary Telus Convention Centre on **Thursday, February 18 and Friday, February 19, 2027**. Your Exhibits' Chairperson is Tara. 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. 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. You can also refer to the Exhibitor FAQ's on our website at www.pdtca.org.** 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 – 6 foot tables), 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. **Booths do not include electrical or carpeting.**

Substitutions and Additions

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 provide compensation for materials not used. If you require additions to your booth package (carpeting, tables, electrical), contact Global Show Services. **Please note that all additions to the standard booth package will be at an additional cost to exhibitors. See the exhibitor kit on our website for pricing.** If there are any of the materials contained in the basic booth package that you know you will not use, please contact Devisha Singh (dsingh@globalconvention.ca) at Global Convention Services. ***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://pdtca2027.sched.com>). Exhibitors will be able to display company logos, websites, and social media links, their own Zoom links, and videos. Basic information will be submitted through the registration form. Our webmaster will input your registration information into our Sched platform which can be edited by the exhibitor. Exhibitor booth listings typically go live when Sched goes live in mid-January. If you require assistance with Sched, contact info@pdtca.net and indicate what assistance is needed.

***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.

Cancelation 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.

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 movement of delegates or other exhibitors.**

Contact Information

Tara

Email: exhibits@pdtca.net

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 viewings on Thursday from 8:00 a.m. to 4:00 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

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 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. If applicable, a digital copy of any mobile food service license must be provided to CTCC prior to the 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 17th.**

Moving Out

Exhibitors may only begin to take down their materials at 2:00 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 2:00 p.m.

For questions regarding move in and move out procedures, please contact Devisha Singh (dsingh@globalconvention.ca) at Global Convention Services.

Hotels

We are often asked about hotel accommodation. There are three hotels on site. They are Hyatt Regency Calgary, Calgary Marriott Downtown, and Fairmont Palliser.