



## 2012 CCTCA EXHIBITOR INFORMATION PACKAGE

Dear Exhibitor:

The CCTCA organizing committee would like to welcome your participation at the **Calgary City Teachers' Convention** on **February 16-17, 2012** at the Telus Convention Center.

The loading dock will be open from 9:00 AM to 7:00 PM on **Wednesday, February 15<sup>th</sup>**. Exhibit deliveries should be made to the **Telus Convention Center North Loading Dock, 705-1<sup>st</sup> Street S.E. Calgary, Alberta**. When you arrive, all materials will be transported from your vehicle to your booth by St. George Show Service staff. Please have your company name and booth number ready. You need to remove your vehicle from the loading dock prior to proceeding to your booth to set-up. Please note that parking is not provided and is at the Exhibitor's cost.

All deliveries should be addressed as follows:

Exhibiting Company Name

Booth Number

Calgary City Teachers' Convention

C/O 705 – 1<sup>st</sup> Street SE

Calgary, Alberta, T2G 2G9

A CCTCA exhibits representative will be onsite at the Exhibitor entrance from 9 AM to 12 PM and 1 PM to 7 PM on Wednesday to give you your exhibitor passes and assist with any other concerns. These exhibitor passes are required to enter the exhibits hall using the exhibitor entrance prior to the hall opening to Convention delegates each morning. Please note that all exhibits should be set up by 7:30 P.M. **Should you expect to arrive after 7:00 PM, it is imperative that you notify Paul Nickerson at: [exhibits@cctca.com](mailto:exhibits@cctca.com) no later than February 14th, 2012. Exhibitors who have not made prior arrangements will not be allowed to set up their exhibits after 7:00 PM and booth space redistributed to an organization on the waiting list with no refund.**

Exhibit hours are from 8:00 AM to 4:30 PM Thursday, February 16<sup>th</sup>, and 8:00 AM to 3:00 PM Friday, February 17<sup>th</sup>. All displays must remain open until 4:30 PM on Thursday and 3:00 PM on Friday. Please do not dismantle your display prior to the prescribed times or your organization may not be welcomed back in future years. Specific move-out information/procedures will be delivered to each booth by St. George Show Service staff. All display information must be removed from the exhibit floor by 7:00 PM on Friday, February 17<sup>th</sup>.

Each booth is entitled to the following list of provisions:

- one 7'x 44' company name sign
- one 8' table (skirted)
- one 4' table (skirted)
- one duplex outlet (1500 watts)
- Materials handling services during official move-in and move-out.
- two padded chairs
- booth carpet
- draped back and side walls
- wireless internet access (10 MB/s)

Please note that the booth sign we make for your display is the property of the CCTCA and we would like you to leave it in your booth at the end of the show.

**Note:** Should you require materials not listed above, please contact St. George Show Service at (403) **261-8575** or fax them at (403) **261-8576**. The information for St. George Show Service is also on our website at [www.cctca.com](http://www.cctca.com) under “Exhibitors.”

**ACCOMMODATIONS:**

CCTCA has reserved a block of rooms at the Hyatt Regency Hotel (700 Centre St. SE). Exhibitors can access the reduced convention rate by phoning 1-403-717-1234. **Please direct any questions regarding accommodations to the Hospitality Chair at [hospitality@cctca.com](mailto:hospitality@cctca.com)**, or check out the link on the exhibits page at [www.cctca.com](http://www.cctca.com).

**BUILDING REGULATIONS:**

Please read and familiarize yourself, and/or your booth host with the Telus Convention Centre’s building regulations. Violations of the building regulations are subject to action by Telus Convention Centre staff. Any booth offering food/drink samples or working with hair and make-up products must familiarize them selves with and abide by the regulations of Alberta Health Services. Please utilize the following link:

[http://www.calgaryhealthregion.ca/publichealth/envhealth/program\\_areas/special\\_events/special\\_events\\_home.htm](http://www.calgaryhealthregion.ca/publichealth/envhealth/program_areas/special_events/special_events_home.htm)

Any booths that are being shared by more than one organization must include the names of all organizations involved on the booth proposal, so that CCTCA can evaluate the suitability of all organizations involved in our trade show. Failure to do so will result in removal of the booth from the trade show floor with no refund of exhibitor fees. Also note that we do not produce split invoices and/or receipts.

**SHIPPING, STORAGE, AND UTILITY ORDER FORMS:**

Order forms for: Material shipping to The Telus Convention Centre; Storage of booth materials for the Palliser Teachers’ Convention; Internet service; Telephone service; Extra tables or chairs. These forms can be downloaded from the Calgary City Teachers’ Convention’s website under [Exhibitors](#).

**CASTLE ROCK RESEARCH GROUP**

The Alberta Teachers’ Association (ATA) has mandated that exhibitors are NOT to display any study guides or other materials created by the Castle Rock Research Group. Exhibitors who violate this mandate will have their booth removed from the convention floor, and will forfeit their booth fees. Exhibitors who have questions or concerns regarding this mandate should contact ATA Provincial.