

## 2023 ANNUAL CONFERENCE & TRADE SHOW

# EXHIBITOR PACKAGE

### IMPORTANT DATES

#### THURSDAY August 31

Deadline for cancellation and partial refunds on exhibit space. No refunds after this date.

#### THURSDAY August 31

Deadline for Exhibitor Staff discounts. Full payment required at time of sale after this date. No refunds for Exhibit space or staff cancellations after this date.

#### SUNDAY October 1

Trade Show Exhibitor Set Up & Move-in:  
9 am – 4 pm

#### TUESDAY October 3

Exhibitor Move-out:  
2 pm – 6 pm

### CONFERENCE SITE & ACCOMMODATIONS

#### HOST HOTEL: HYATT REGENCY CALGARY

700 Centre St S, Calgary, AB T2G 5P6

Phone: (403) 717-1234

<https://www.hyatt.com/en-US/group-booking/CALRC/G-PRK3>

A one-night deposit is required for each room booked.

**SCAM ALERT:** BOOK ACCOMMODATIONS DIRECTLY WITH THE HOTEL ON THROUGH THE ONLINE LINK PROVIDED. If you are contacted by Exhibitor Housing Services or any other 3rd party agency to book your room for the CPA conference be advised that the Canadian Parking Association is NOT affiliated in any way with these companies and your reservation may not be honoured. The CPA does not utilize a housing service for any bookings.

#### CONFERENCE SITE:

Calgary Telus Convention Centre, Halls E-A, North Building

136 8 Ave SE, Calgary, AB T2P 0K6

Phone: (403) 261-8500

Children under the age of 18 are not permitted in the Trade Show area at any time.

Exhibitors must remain in the space assigned and may not occupy the aisles at any time.

## SERVICES

**Trade show services:** freight, exclusive materials handling, trade show rentals, Internet, Customs Brokers, etc.

Global Convention Services

**Stephen Furze**, General Manager, Alberta

(403) 807-9996 | [sfurze@globalconvention.ca](mailto:sfurze@globalconvention.ca)

**Global Convention Services Order Forms:** To follow

### Advanced Shipping Address

Canadian Parking Association

Exhibition Hall E, October 1-3, 2023

c/o Global Convention Services Ltd.

9168 52nd Street SW

Calgary, AB T2C 5A9 Canada

### Deliveries to arrive on Move-in Date:

Canadian Parking Association

Exhibition Hall E, October 1-3, 2023

c/o Calgary TELUS Convention Centre, North Loading Dock

705-1 Street SE

Calgary, AB T2G 2G9 Canada

(Materials Handling fees will apply, collect shipments will be refused.)

**Electrical:** CPA will provide one 15 amp, 110 volt for each exhibitor who orders through CPA's online exhibitor registration form:

<http://bit.ly/3JPDB4C> Any additional requirements must be ordered through Global Convention Services. Deadline for CPA orders is September 15, after which time, all electrical orders through Global.

### Telecommunications and Internet

Order through Global Show Services

### Audio Visual Services: AV, Rigging and Banner Hanging

Encore

120 9th Avenue SE, Calgary, AB T2G 0P3

Doug Jewell, Sr. Director, Event Technology

(587) 226-5919

**CATERING:** Catering must be pre-approved by the CPA ([carole@canadianparking.ca](mailto:carole@canadianparking.ca)). All orders will be coordinated through the Calgary TELUS Convention Centre caterers. No other food or beverages may be brought into the exhibit area.

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## TRADE SHOW SCHEDULE (Tentative & subject to change)

Show Set Up (Global)	Sunday, October 1	6 am – 9 am
Exhibitor Move In	Sunday, October 1	9 am – 4 pm
Grand Opening Exhibition	Sunday, October 1	6 pm – 8:30 pm
Trade Show Breakfast	Monday, October 2	8 am – 9 am
Trade Show Exhibition	Monday, October 2	1:30 pm – 5:30 pm
Final Trade Show	Tuesday, October 3	10 am – 1:45 pm
Exhibitor Move Out	Tuesday, October 3	2 pm – 6 pm

The schedule is tentative and subject to changes. The trade show floor is open during the times noted above. During Main Stage presentations and Awards Luncheon, exhibit area will be closed so as not to disrupt the program of events in progress.

## FLOOR PLAN / RATES & FEES / BOOTH SET UP

### RATES (Includes one staff per single space)

	10x10	10x20	20x20	Staff
MEMBER	\$3030	\$5420	\$10,000	520 (first 4) \$860 (unlimited)
NON-MEMBER	\$4045	\$7750	\$14,000	\$925 (all staff)

- Spaces may be purchased in combination to create the desired footprint for your exhibit.
- Separating pipe & drape, 8 ft high, will be installed as displayed on the floorplan in this format '+'. .
- Side walls will be 3 ft. high and are optional on the corners to allow for two aisle frontages on each booth space.
- Displays may not block the view to neighbouring exhibits.
- Exhibit items must not exceed 4 ft in height on the sides and must not exceed 8 ft. in height along the back wall. Exhibits that obstruct other displays will be adjusted as required.
- One Exhibit staff member is included for each single booth space purchased (additional staff at posted rates).

The exhibit hall is Not carpeted. CPA will install aisle carpet, however booth space carpet and underpad must be ordered through Global Convention Services.

Drapery Colour: Black

When registering, you must read and agree with all terms and conditions, plus the Rules & Regulations posted.

