



PPDM™

2016 EVENTS

Building Your Community



Exhibitor Information – Show Package

Calgary Data Management Symposium & Tradeshow

Thank you for exhibiting at the 2016 Calgary Data Management Symposium, Tradeshow & AGM, taking place October 24-26, 2016, at the Telus Spark Science Centre.

As a reminder – your Exhibitor booth includes the following items:

- Booth with Pipe and Drape – NOTE: NOTHING MAY BE AFFIXED TO THE DRAPE, PER THE FIRE MARSHAL
- Branding Privileges
- Furnishings & Electricity – Each booth is equipped with a table with a table cloth, two chairs and a wastebasket, as well as one power outlet. (You will want to bring any Extension Cords)
- One Wireless Internet Connection – Wifi Passwords will be provided to you onsite
- Post Show Attendance List – Includes contact details for delegates who have given consent to share their information

Please ensure that you have registered your booth works to attend the Symposium through our website – www.ppdm.org/calgarydms2016. Each booth is entitled to one complimentary Exhibitor Only pass (this person doesn't have access to the presentations) – please contact Emma Bechtel to register your Exhibitor Only attendee.

Additional items to what is listed above, including booth set up, will be the responsibility of the Exhibitor, and must be pre-arranged through the Show Service Provider, GES. Please see the online Exhibitor Manual for more information on our website at www.ppdm.org/calgarydms2016.

The Exhibitor Room will be locked at night but it is recommended that any electronics or high value items be safely stored in another location.

Please use the venue's loading dock to bring materials in and out of the building. It is located on the North side of the building. For free parking codes, please contact Elise or Emma.

Contact details:

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Important Dates and Times – Exhibitors – As of August 23, 2016

ALL TIMES ARE SUBJECT TO CHANGE

Date	Time	Description
Tuesday, October 11		Last day to order discounted items from GES
Monday, October 24	8:00-12:00 pm	GES Pipe and Drape Move In
	12:00 - 4:00 pm	Exhibitor Move In, Feature Gallery South
	5:00 – 7:00 pm	Welcome Reception at the Hyatt Regency, Catch Balcony – Exhibitors are welcome to come join the guests as they enjoy some networking time
Tuesday, October 25	7:00 – 7:30 am	Last Minute Exhibitor Move in, Feature Gallery South
	7:30 – 8:00 am	Breakfast in the Feature Gallery South - <i>Exhibitors should be at their booths ready to go. Exhibits will remain open for the rest of the day until 6:30pm and should be staffed during breaks, lunch and the Cocktail Reception. Attendees may come in the room at any time.</i>
	10:10 – 10:35 am	Morning Break - Feature Gallery South
	12:15-1:05 pm	Lunch Break in Feature Gallery South
	2:30 - 2:50 pm	Afternoon Break in Feature Gallery South
	5:00 - 6:30 pm	Anniversary Reception in Feature Gallery South <i>(after guests depart, the room will be closed – Exhibitors should not leave any valuables in the room as there will not be security provided)</i>
	Wednesday, October 26	7:30 – 8:00 am
9:50 – 10:10 am		Morning Break in Feature Gallery South
11:50 - 12:45 pm		Lunch Break in Feature Gallery South
2:25 - 2:45 pm		Afternoon Break in Feature Gallery South - <i>This is the final opportunity for attendees to visit the Exhibitors</i>
2:45 - 5:00 pm		Exhibitor Move Out – all materials must be removed from the room by 5:00pm. Arrangements can be made with GES if you are unable to remove your booth <i>PLEASE ENSURE YOUR MOVE OUT TEAM IS QUIET AS PRESENTATIONS WILL BE GOING ON DURING THIS TIME</i>
2:45 – 5:00 pm		GES onsite to take down pipe and drape.