



GeoCalgary Exhibitor Manual

Calgary, Alberta Canada
October 2 to 5, 2022



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Exhibition Resume

A. Overview

The theme for GeoCalgary 2022 is Reflection on Resources. The prosperity of Canada is largely founded on the extraction, transformation and utilization of resources from several sources, such as agriculture, oil and gas, metals and minerals, hydropower and wind energy. These activities all require infrastructure, facilities, plants, dams or dykes; the design and construction of which necessitate solving great geotechnical challenges. The conference intends to focus on past and recent geotechnical achievements, and the lessons that can be learned from them to improve current practices and build a better sustainable future. The technical program will encompass a wide range of topics, including specialty sessions that are of local and national relevance. In addition to the technical program and plenary sessions, the conference will include a complement of distinguished keynote speakers, high calibre short courses, social events, and technical tours. The technical program will be supplemented by an extensive social program including the opening Icebreaker and Exhibitor Reception on Sunday, a Local Colour Night on Monday, followed by the Awards Banquet on Tuesday.

B. Date & Location

Date: October 2 - 5, 2022
Location: Calgary, Alberta, Canada
Venue: Hyatt Regency Hotel, 700 Centre St S, Calgary, AB T2G 5P6

C. Congress & Exhibition

Venue West Conference Services

PO Box 98144, Yaletown ROP, Vancouver, BC, V6Z 2Z7, Canada
secretariat@GeoCalgary2022.ca

Kindly note that Venue West does not accept any claim for loss, due to fire, theft or damage of exhibits, nor will it be held liable for any personal injury caused by the exhibit or exhibitor. Use of the facility is conditional in that the exhibitor accepts full responsibility for any damages caused to the facility by the exhibit and/or the exhibitor(s). We require that each exhibitor carry comprehensive/commercial general liability insurance for the duration of the event.

D. Exhibition Management Services

GES

#129, 7007 - 54 ST. SE, Calgary, Alberta, T2C 4S3 Tel: 403.243.2212
Toll Free: 1.800.636.8235 exhibitorserviceswest@ges.com
www.ges.com/
Instagram/Twitter: GES_Canada

GES will not be held responsible for concealed damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier.

Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of GES. The condition, count and contents of the material found in the booth at the time of actual removal will be final and binding and the right is reserved to alter exhibitor's bill of lading to reflect actual condition, count and contents found.

GES will not be responsible for damages incurred while handling loose exhibit material or those inadequately packed. GES will not be responsible for failure or delay in performing services when delay is caused by strike labour stoppage, or any other cause unavoidable or beyond their control.

Insurance

It is understood that GES is not an insurer.

Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide GES with a release of subrogation to the extent of any insurance settlement received.

1. Deadlines

Check	Mandatory Forms	Return to	Due Date
<input type="checkbox"/>	Exhibit Staff Registration	Exhibit Management	September 16, 2022

Check	Show Decorator	Return to	Due Date
<input type="checkbox"/>	GES Order Forms	GES	Advance Price Deadline September 16 Standard Price Deadline September 30

2. Contact Information

On-site Exhibit Managers

Blair Hiltz: sponsorship@geocalgary2022.ca

GES

#129, 7007 - 54 ST. SE, Calgary, Alberta, T2C 4S3 Tel: 403.243.2212

Toll Free: 1.800.636.8235 exhibitorserviceswest@ges.com

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3. General Information

A. Exhibition Schedule

	Date	Time
Exhibitor Move In	Sunday, October 2	10:00 - 15:00
Exhibitors need to be completely ready for the Ice Breaker Reception at 17:00 WELCOME Reception		
Welcome Reception	Sunday, October 2	17:00 - 19:30
Exhibition Show Hours	Monday, October 3 Tuesday, October 4	9:30 AM - 16:30 9:30 AM - 15:30
Exhibitor Strike	Tuesday, October 4	15:30 - 17:00*

***Foyers needs to be cleared for set up of reception for Awards Banquet.**

Exhibitor Move Out

Tuesday, October 4

15:30 - 17:00

B. Exhibit Staff Registration & Badges

Exhibit Staff Registration grants the Exhibitor access to the full conference.

Exhibitors may collect their badges on-site at the Registration Desk after a brief identification check during the exhibition move-in period. The Registration Desk will also be located in the Ballroom Foyer.

C. Standard Exhibit Space Package

Each exhibit space rental unit includes the following:

- 10'x10' draped booth (backwall drape: black, sidewall drape: black)
- 8'ft high back wall
- 3'ft high side walls
- 1 - 6' Skirted Table with 2 chairs & waste basket
- ID sign
- One electrical receptacle, if ordered

Exhibit space rental does not include any of the following: additional furniture, internet connection, labour, shipping or any other on-site services.

These items may be ordered through the forms provided in the GES forms.

D. Move-In & Construction Limitations

GES will be responsible for constructing and setting up all exhibition booths. As the exhibition area is located in Imperial Ballroom 5/7/9 and Ballroom Foyer and there is no way for the area to be secured after the close of the exhibit hall hours. Exhibitors are responsible for ensuring anything of value is removed when the booth is not staffed.

The exhibitor and their affiliates are liable for any damage they cause to building, floors, walls, columns, and to standard exhibit equipment. Registration of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and walls or to standard exhibit equipment is strictly prohibited. Any damages made by an exhibitor/exhibit will require compensation from the exhibitor for the cost of recovering any damaged facilities to their original state.



All exhibits must comply with all regulation established by the safety authorities. All materials used for decorating must be fire resistant. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. At the exhibitor's expense, empty crates, etc. will be picked-up, stored and returned to each exhibit space after the event.

E. Shipping & Customs

CUSTOMS - EXHIBITOR CONTACT INFORMATION

ConsultExpo Inc., has been selected as official Customs Broker and will be pleased to assist with the customs clearance of your display material. We offer round-trip simple and user-friendly assistance. Please complete the **ConsultExpo Order Form** and **Canada Customs Invoice** and return to the undersigned Heather James heatherj@consultexpoinc.com. For your convenience, you may download our forms from <http://consultexpoinc.com/forms/> or go to our web link and submit customs form information online: <http://consultexpoinc.com/onlineforms/>. Please note if shipping via courier you will still require customs clearance services. For personalized assistance please feel free to contact:

Official Customs Broker

ConsultExpo Inc
Heather James
Operations Manager
Phone: 514.482.8886 Ext. 3
Email: heatherj@consultexpoinc.com

General Shipping

Advanced Shipments should be (as per the GES Forms) between Friday September 9, 2022 and Thursday, September 29, 2022

c/o GES / 2022 GeoCalgary
Name & Booth Number
#129, 7007 - 54 ST. SE,
Calgary, Alberta, T2C 4S3

Direct Shipments May Arrive At Venue

Sunday October 2, 2022
14:00 - 20:00

Name
C/O GES / 2022GEO Calgary
Hyatt Regency, Ballroom & Foyer 700
Centre St S, Calgary, AB T2G 5P6

<p>A RUSH! EXHIBITION FREIGHT</p> <p>FROM: _____</p> <hr/> <p>ADVANCE SHIPMENT</p> <p>TO: _____ <small>(Full Name of Exhibiting Company)</small></p> <p>_____ 2022 GeoCalgary <small>(Name of Event)</small></p> <p>_____ <small>(Booth Number)</small></p> <p>_____ <small>(Showsite Contact Name & Phone Number)</small></p> <p>C/O: GES #129, 7007 - 54 ST. SE, Calgary, Alberta, T2C 4S3</p> <p>Shipments Should Arrive: Friday, September 09, 2022 - Thursday, September 29, 2022 09:00 - 16:00 <i>(The GES Advance Warehouse is closed on Weekend & Holidays)</i></p> <p><small>Certified Weight Tickets are required for all shipments. Drivers must check-in by 2:00pm to be guaranteed same day unloading.</small></p> <p>_____ <small>(Name of Carrier)</small></p> <p>_____ of _____ Number Pieces</p> 	<p>A RUSH! EXHIBITION FREIGHT</p> <p>FROM: _____</p> <hr/> <p>ADVANCE SHIPMENT</p> <p>TO: _____ <small>(Full Name of Exhibiting Company)</small></p> <p>_____ 2022 GeoCalgary <small>(Name of Event)</small></p> <p>_____ <small>(Booth Number)</small></p> <p>_____ <small>(Showsite Contact Name & Phone Number)</small></p> <p>C/O: GES #129, 7007 - 54 ST. SE, Calgary, Alberta, T2C 4S3</p> <p>Shipments Should Arrive: Friday, September 09, 2022 - Thursday, September 29, 2022 09:00 - 16:00 <i>(The GES Advance Warehouse is closed on Weekend & Holidays)</i></p> <p><small>Certified Weight Tickets are required for all shipments. Drivers must check-in by 2:00pm to be guaranteed same day unloading.</small></p> <p>_____ <small>(Name of Carrier)</small></p> <p>_____ of _____ Number Pieces</p> 
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F. Security & Safety

The exhibition area will not be locked during non-show hours. The ultimate responsibility for displayed exhibits and equipment lies with the individual exhibitor. Exhibitors must secure, at their own expense, appropriate liability/loss insurance at all times.

The GeoCalgary 2022 and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at all times.

G. Parking

Underground parking is available at the Hyatt Regency at \$32/per night per vehicle. There are no reservations, subject to availability. Payment for parking is by debit cash or card at front desk.

H. Cleaning

The Hyatt Regency Hotel is responsible only for emptying baskets along the pathways and keeping the shared space clean. Exhibitors will be responsible to keep their booths clean at all times.



I. Advertisements, Sales Activities and Presentations

The exhibitor agrees to confine all products/service demonstrations and other sales activities to the limits of the contracted exhibit space and within the maximum height set. Distribution of any material is likewise limited to said exhibit space confines. Exceptions may be given by Secretariat office prior to show opening in writing.

The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written permission of GeoCalgary 2022 Secretariat. The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - is not permitted. Any noise-generating demonstrations may be prohibited if such demonstrations are considered to be a disruption in the general order of the event.

Flashing lights and revolving light equipment are prohibited. Lights from one exhibit should not disturb neighboring exhibitors or damage other exhibit booths.

Exhibitors are not allowed to carry items, sign boards and brochures for recruitment purposes.

J. Non-Smoking

Smoking is prohibited in the exhibition area and Hyatt Regency Hotel.

K. Move-out & Removal

Dismantling of exhibit construction and décor may only commence at the last day of the event after the close of the event. The GeoCalgary 2022 Secretariat reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibit space has to be left in its original condition no later than outlined in the Exhibition Schedule.

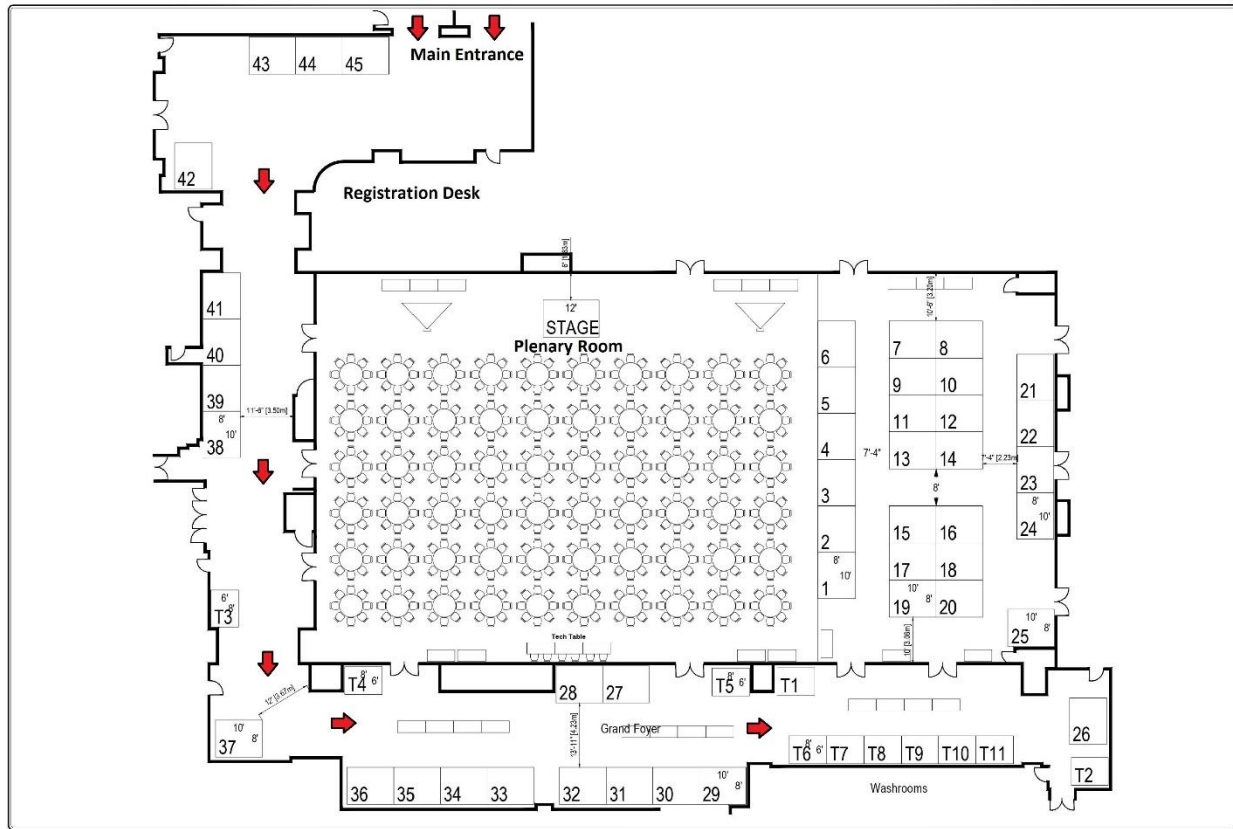
L. Booth Construction Limitations

Maximum booth height restrictions are as follows, due to ceiling heights:

Linear / Inline 10'-0" (including any objects above the booth)

Weight limits – 125 pounds per square foot

6 Floorplan



7 Liability Insurance

GeoCalgary 2022 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance.

8 Exhibitor Order Forms

In an effort to become increasingly Environmentally Responsible, GES has chosen to forego the production of hard copies of Exhibitor Kits and will instead continue to provide PDF copies of all kits along with a link for online ordering.

Show information, important dates, shipping addresses, shipping labels and order forms can all be found below.



Forms included below:

- Payment and Credit Card Authorization
- Third Party Billing Form
- Electronic Funds/Wire Transfer Form
- Furnishings Order Form
- Specialty Furniture Order Form
- Exhibit Systems Order Form
- Exhibit Accessories Order Form
- Graphics Order Form
- Installation and Dismantle Order Form
- Material Handling Order Form
- Shipping Order Form

Please note that all of the forms listed above in this section can be found online. Exhibitors may order directly through those forms/links.