

# GeoConvention 2019



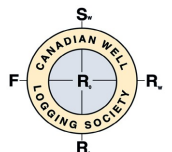
# geoconvention

Calgary • Canada • May 13-17 **2019**

## Exhibitor Manual

### May 13 - 15, 2019

Calgary TELUS Convention Centre  
Calgary, Alberta, Canada



[www.geoconvention.com](http://www.geoconvention.com)

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## WELCOME TO GEOCONVENTION 2019

The Convention Organizing Committee strives to ensure that you have a successful experience exhibiting. This manual will enable you to find the information and services that you need to exhibit. There is a lot of information, so we urge you to read it from start to finish familiarizing yourself.

### EXHIBIT MOVE IN

FOR 20'x20' BOOTHS, PLEASE CONTACT DUSTIN AT [INFO@GEOCONVENTION.COM](mailto:INFO@GEOCONVENTION.COM). This includes exhibit houses.

SUPERIOR SHOW SERVICE is able to handle shipments as they arrive; booking time with the dock is not required. **Any deliveries that come to the loading dock will incur handling charges from Superior Show Service.** Please see the Welcome letter and associated Material Handling order form for more information.

#### GENERAL MOVE-IN

May 11th, Saturday	12:00 PM – 11:00 PM (the access doors will lock at 6 PM, but setup may continue until 11 PM)
May 12th, Sunday	9:00 AM – 11:00 PM (the access doors will lock at 6 PM, but setup may continue until 11 PM)

#### EXHIBIT HOURS

May 13th, Monday	9:00 AM – 6:00 PM
May 14th, Tuesday	9:00 AM – 6:00 PM
May 15th, Wednesday	9:00 AM – 3:30 PM

**Exhibitors will be allowed into the exhibit hall 2 hours before the hall opens**

### EXHIBITOR MOVE - OUT

May 15th, Wednesday	3:31 PM – 11:59 PM
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### EXHIBITORS' MEETING

The Exhibitors' Breakfast Meeting will take place on Wednesday, May 15th at 8:15 AM in the Convention Centre Exhibit Hall Pre-function area. You will have the opportunity to communicate on all aspects of the convention, network with other exhibitors and learn about next year's conference.

This is also the time and place to return your 'Application and Contract for Exhibit Space' for the 2020 GeoConvention (May 11 – 13). **10 bonus Priority Points will be given if the completed application is submitted either by the end of the Convention or by June 15th, 2019.**

## GENERAL EXHIBITOR INFORMATION

### EXHIBIT SPACE INCLUDES THE FOLLOWING:

- 1 Full Convention Delegate Registration per 10'x 10' booth space
- 2 Booth Personnel Staff registrations per 10' x 10' booth space
- 8 foot draping and 3 foot side draping to separate individual booth spaces
- 24 hour general security in Exhibition Hall
- Company listing in the Delegate Book
- Company listing and link to the company website on the GeoConvention Website
- Company listing and link in the mobile app
- Complimentary vacuuming of exhibit space prior to show opening

### EXHIBIT SPACES DOES NOT INCLUDE THE FOLLOWING:

- Carpeting of Exhibit space (required by Show Management)
- Hook ups for Internet, fiber optics, telephone lines and electrical
- Janitorial Service and Exhibit Space Décor
- Shipping and Transportation of booth materials
- Drayage and Material Handling – if the dock is used, this will be charged by show services; please refer to their pricing/order package for more information
- Pre and/or post-convention storage for booth materials

### EXHIBIT DISPLAY SPECIFICATIONS AND RESTRICTIONS

**10 x 10 ft. (3m x 3m)** – displays cannot exceed 8 feet in height, the height of the draped back wall. No exhibit or display fixture may extend beyond 5 feet from the booth back wall if that exhibit or fixture is more than 3 feet in height. Nothing in the front 5 feet of an exhibit booth may be higher than the 36-inch high sidewall. Exceptions to these height limitations may be allowed in specific areas of the exhibition hall, provided the Exhibitor makes a request in writing to the Exhibit Committee.

**ISLAND DISPLAYS** - have no height restrictions other than the ceiling height of the exhibit hall. However the GeoConvention Convention Management shall be the sole judge of whether a structure, tower, overhead sign, or banner unduly restricts the visibility of other displays in the exhibit area.

### EXHIBITOR APPOINTED CONTRACTORS

If your company is using a contractor for your booth building and dismantles, please notify the Chair of your contractor and have them furnish a certificate of insurance to [exhibit@geoconvention.com](mailto:exhibit@geoconvention.com) no later than April 15th, 2019. The valid Certificate of Insurance, which identifies the firm as carrying minimum comprehensive general liability coverage of one million dollars and a minimum of two million dollars excess liability. The certificate must also show GeoConvention Partnership listed on the policy as “additional insured”. Failure to do so could cause unnecessary delays in setting up your booth.

### ACKNOWLEDGEMENT FORM

All exhibitors must return the acknowledgement form, found on the GeoConvention website, Information for Exhibitors Tab, indicating they have read and understand this document.

## SERVICE INFORMATION

### FOOD AND BEVERAGE – THE CALGARY MARRIOTT HOTEL IS THE EXCLUSIVE CATERER TO THE CTCC.

Exhibitors without prior permission may bring no food and/or beverages into the facility. For information or menu selections, please contact the catering department.

**SERVICE CENTRE HOURS** – Staff will be available at The Superior Show desk during move-in and move-out.

**GEOCONVENTION ASSISTANCE** – The GeoConvention team will be stationed on the exhibit floor for general inquiries and assistance – check the mobile app and handbook for booth number

**DELIVERY OF EXHIBIT MATERIALS TO BOOTH** – Exhibitors are responsible for arranging to have all equipment and/or display material delivered to and removed from the exhibit booth(s) and for all booth set-up/dismantling and furnishings.

**DISMANTLE AND MOVE-OUT INFORMATION** – Superior will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.

As tear down before exhibit hours end is very disruptive to other exhibitors, tear down will not commence until close of show. **Any exhibitor dismantling their exhibit material before close of show will automatically lose all of their accumulated points.**

**All exhibitor materials must be removed from the exhibit floor by Wednesday, May 15<sup>th</sup> at 11:59 pm.**

**POST SHOW PAPERWORK AND LABELS** – Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

**SHIPPING INFORMATION** – All items and materials brought into the facility will be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

### SHOW SITE SHIPPING ADDRESS:

Exhibiting Company Name/Booth #  
GeoConvention 2019 C/o Superior Show Service  
705 – 1st Street SE  
Calgary, AB T2G 2G9  
Canada

## REGISTRATION

**Please note that exhibitor registration opens January 15<sup>th</sup>**

1. For each 10'x10' (3m x 3m) booth space that you purchase, you are entitled to:
  - One full convention delegate registration
  - Two booth staff passes.
2. Additional Booth Staff passes may be purchased by using the Exhibitor Management Portal; watch your email for a unique URL to access the portal.
3. Exhibit Floor Day Passes – will be valid for the three days of the convention. These passes are included with the full convention delegate registration and are free of charge to others, if registered in advance (\$40 on-site) and provide access to the exhibit floor. GeoConvention will issue personalized mailings and PDF invitations that exhibiting companies can send out to promote their participation in the show; these are valid for unlimited uses.
4. Move -In/Move-Out – All of the employees of the exhibitor appointed contractors and the employees of exhibiting companies will be required to wear a badge during Move-in and Move-out.

### QUESTIONS

Please contact Dustin Menger by phone at **(403) 988-5548** or by email at **exhibits@geoconvention.com**

## EXHIBIT RESTRICTIONS & LIABILITY

### Restrictions

1. Subleased Space – no Exhibitor shall assign or share, in whole or in part, his allotted space without prior written permission of the GeoConvention Partnership convention management.
2. Hotel Room Exhibits and Displays are not permitted.
3. Obstruction of Visibility – display boards and high equipment must not be placed in such a manner as to interfere with other exhibits.
4. Operation of Sound Equipment – must be kept at a conversational level and not interfere with other exhibitors.
5. Unsightly Areas/Exposed Ends – The side of any display or pop-up booth, which is visible from an aisle or adjacent Exhibitor's booth, must be finished or draped at the expense of the Exhibitor.
6. Overhead Hanging Sign Restrictions – Only island booth exhibits may have an overhead hanging sign.
7. Rigging – Calgary TELUS Convention Centre is the exclusive supplier of all rigging equipment. Please contact Calgary TELUS Convention Center Events Services or refer to the CTCC Events Services order form for more information.
8. No Exhibitor or Corporate Member of the participating societies (CSEG, CSPG, and CWLS) shall hold a private function, which is in direct conflict with the Exhibit Floor and/or Convention Events.
9. Free literature pertaining to your company or organization may be distributed from your booth. Any distribution of promotional materials must be limited to the booth space occupied by the Exhibitor unless other arrangements have been made with show management.

### Liability

GeoConvention and management of the Calgary TELUS Convention Centre and the Exhibition Hall(s) shall not be liable for the safety of exhibits against loss, theft, damage or injury that may occur to the exhibits or property of Exhibitors or for the death or personal injury of Exhibitors or for the death or personal injury whatsoever arising out of, from or incident to the use or occupancy of exhibit areas by the Exhibitor.

The Exhibitor should place his own insurance to cover all contingencies, including but not limited to fire, theft, property damage, public and private liabilities and workers' compensation.

GeoConvention will not be responsible for delays, damages, loss or other unfavorable conditions caused by circumstances beyond its control. GeoConvention reserves the right to cancel the show with no further liability to the Exhibitor.

GeoConvention reserves the right to retain such part of the Exhibitor's Rental fee as shall be required to recompense it for expenses incurred up to the time such contingency occurred. They reserve the right to change the location of the Convention in the event a strike, fire or Act of God should render the hall in which the Convention has been scheduled, or any other Convention facility, unusable.

The Exhibitor shall forever reimburse, indemnify, save and keep the participating societies and the owners and management of the Calgary TELUS Convention Centre and the Exhibition Hall(s) and areas harmless from and against any and all liability, damages, expenses, judgments and injury and expense, or other occurrences on or about the Calgary TELUS Convention Centre, Hyatt Regency Hotel or Exhibition Hall(s) and areas or elsewhere occasioned wholly or in part by any negligent act or acts, omissions of the Exhibitor or the agents, servants, employees, guests and invitees of the Exhibitor resulting in property damage, including damage to the Calgary TELUS Convention Centre, Hyatt Regency Hotel Exhibition Hall(s) and areas and their premises, or loss of injury or death to any person or persons arising out of or from or incident to the use of occupancy of the Exhibit area by the Exhibitor, its agents, servants, employees, guests and invitees.

# Priority Point System for GeoConvention 2020

## Calgary, Alberta Canada

The priority point system is used to assign booths in an impartial and unbiased manner. Exhibitors receive points based on 4 categories. Points are totaled, and booth assignments are made based on the total number of points. The GeoConvention partner societies are:

- Canadian Society of Petroleum Geology (CSPG)
- Canadian Society of Exploration Geophysicists (CSEG)
- Canadian Well Logging Society (CWLS)
- The 2020 show will be hosted with other affiliate societies, but only participation per the outline below in the partner societies listed above and/or GeoConvention will result in point accumulation

Priority Points are not transferable nor can they be combined for booth assignments; **this outline will apply to the 2020 Convention**. The four categories for point accumulation are:

1. Sponsorship Participation
2. Exhibition Participation
3. Membership in Partner Societies
4. Advertising Participation

### 1. Sponsorship Participation (Maximum of 100 Points)

Sponsorship at GeoConvention or with one of our Partner Societies will earn 3 points per \$1,000 of sponsorship contributed for the previous two years.

### 2. Exhibition Participation (Maximum of 50 Points)

5 points are collected for each year of participation in the GeoConvention during the previous 5 years plus 1 point per 10x10 space over that span. In addition, an additional 4 points for exhibition at another partner society event (both, paid table, etc) will be awarded

### 3. Membership in Partner Societies (Maximum of 10 Points)

Membership in a Partner Society earns .5 point per year per person up to the maximum points

### 4. Advertising Participation (Maximum of 40 Points)

Advertising priority points will be calculated from December 2018 through December 2019 for application to the 2020 allocation and is based on the outline below.

Partner society advertising	1 point per \$500 spent
Convention Delegate Book:	3.0 points
GeoConvention website:	4.0 points
GeoConvention Showcase:	3 points per 30 minutes booked

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#### BOOTH LOCATION SELECTION

Exhibitors will select their booth location based on the company with the highest number of points selecting first. The points will be used to prioritize booth allocation. If companies have the same quantity of points, the contract received earliest will have preference.

#### EARLY TAKE DOWN

An exhibitor taking down their booth prior to the end of the exhibit floor hours will lose all of their accumulated points.

#### METHOD FOR EARNING ADDITIONAL POINTS.

10 bonus priority points are awarded to companies that complete and return the application within 2 weeks of the convention for next year's meeting. We do not accumulate the bonus points; they are good for the subsequent year only.

Updated January 2019

## KEY GEOCONVENTION CONTACT

### EXHIBITS CHAIR

**Nash Hayward**

**Email:** [exhibits@geoconvention.com](mailto:exhibits@geoconvention.com)

### DIRECTOR

**Dustin Menger**

**Email:** [dustin@geoconvention.com](mailto:dustin@geoconvention.com)

**On-Site Contact Number:** (403) 988-5548

## ADDITIONAL CONTACTS

### SUPERIOR SHOW SERVICE (MATERIALS HANDLING)

Chris Sisson

**Phone:** (780) 237.0626

**Email:** [chrississon@superiorshow.com](mailto:chrississon@superiorshow.com)

### CALGARY TELUS CONVENTION CENTRE (EVENT SERVICES)

Lisa Massier

**Direct:** (403) 261-8559

**Fax:** (403) 261- 8581

**Email:** [LISAM@calgary-convention.com](mailto:LISAM@calgary-convention.com)

### MARRIOTT/ TELUS CONVENTION CENTRE (CATERING)

Gabby Palacios, Catering Event Manager

**Phone:** (403) 261- 8512

**Email:** [gabrielap@calgary-convention.com](mailto:gabrielap@calgary-convention.com)

### AV AND BANNER HANGING

#### FMAV

Curt Novak, Account Manager

**Phone:** (403) 261-8577

**Email:** [cnovak@fmav.ca](mailto:cnovak@fmav.ca)

### CUSTOMS BROKERING AND TRANSPORTATION

#### Davidson & Sons, Customs Brokers LTD.

Remy Perrot, Director of Sales

**Phone:** (604) 697-2595

**Email:** [remy@davidsonandsons.com](mailto:remy@ davidsonandsons.com)