

RMA/WCUPPA 2019 EXHIBITOR PACKET

Hosted by the University of Calgary



Please see the Exhibitor Manual from GES Canada (*click on the icon below*), our service contractor for the 2019 RMA | WCUPPA Conference. You will find details on everything to do with exhibiting at this year's conference.



**Click the image above
for the GES Exhibitor
Service Manual**

A summary of some of the top points:

➤ **Included in your Booth:**

- (1) 8' x 8' booth **OR** (1) 8' x 10' booth with black wall drape
 - 8' high backwall drape & 3' high sidewall drape
 - (1) 6' skirted table (4' option available – see GES Exhibitor manual)
 - (2) folding chairs
 - (1) 700watt (6amp) electrical outlet (additional power available from GES, please see the GES Exhibitor Manual for availability and pricing).
- PLEASE NOTE:** the power may be shut off upon the closing of each day. If you require 24-hour power, please contact GES to make arrangements.

➤ **Shipping Address for Crates:**

Please note the Banff Centre does **not** handle exhibitor goods. Boxes and displays are to be shipped to GES, not the Centre. GES Canada offers full warehouse, small/direct materials handling services, and is your contact for inbound and post show shipments.

See the GES Exhibitor Manual for more details and information.

*****Please ship all items to arrive between Aug 9 and Sept 9, 2019*****

*****All shipments must go to GES. Please do NOT ship to the hotel.*****

***** Refer to GES Exhibitor Manual for details of GES CANADA materials handling services.*****

We realize that exhibiting in a tradeshow can be complicated. If you need assistance with your orders or additional information, please call the GES team at **(403) 762-2828**, or you can reach them by email at BANFF@GES.COM.

AUDIOVISUAL SERVICES

If additional Audio/Visual Services are needed for your booth, these can be arranged for through the Banff Centre Technical Services department.

Technical Services Price Sheet

Current as of Aug. 15, 2016

- **Display Package: \$250**

Projector/Screen/Cable, AV Cart if necessary

- **Client Provides Projector Package: \$50**

Screen/Cart/Cable

- **Small Room Sound Package: \$100**

In-House Sound System OR 1 Powered Speaker/Stand/Mixer

Additional Items:

Wireless Microphone Kit \$100
Podium and Microphone \$70
Computer Audio Interface \$15
Digital Audio Recorder \$50

32" Confidence Monitor \$75
Laptop Computer \$100 (2 day Min.)
Wireless Slide Advancer w/Laser \$15
Seamless Video Switcher \$275

Wired Ethernet Connection \$50 (2 day Max.)
Power Bar and Extension Cord \$10
Hi-Def Video Camera and Tripod \$350
Dedicated AV Technician \$65 hr (4hr Min.)

40" LCD Monitor \$75 per day + GST
32" LCD Monitor \$75 per day + GST
26" LCD Monitor \$75 per day + GST

BluRay and/or DVD Player \$20 per day + GST
VGA or HDMI cable \$8 per day + GST
AV Care (with black skirting) \$10 per day + GST

Banff Centre Technical Services offers a complete range of AV Equipment and Solutions.

BANFF
CENTRE FOR ARTS AND CREATIVITY

All prices are daily rates (3 day week). Labour charges will apply. Please contact Greg McFadyen at 403-762-6601 or Greg_McFadyen@banffcentre.ca for a comprehensive quote.

Contact Greg McFadyen at Banff Centre Technical Services (403-762-6601; Greg_McFadyen@banffcentre.ca) for quotes or to make arrangements for these services.

RMA/WCUPPA 2019

Sunday, September 15 – Wednesday, September 18

Hosted by the University of Calgary

Banff Centre for Arts and Creativity

Banff, Alberta, CANADA



Exhibiting Business Partner Schedule

Sunday, September 15

3:00 PM - 6:00 PM

Registration/Check-In

12:00 PM - 5:00 PM

Exhibitor Booth Set-Up (Business Partners can pull up directly to hotel to unload). Push carts will be available at move in and move out for exhibitor use.

Monday, September 16

6:00 AM - 5:00 PM

Registration/ Check In

8:00 AM - 2:00 PM

Exhibitor Booth Set-Up (*Note: GES will not be on-site this day*)

Tuesday, September 17

8:00 AM – 5:00 PM

Exhibit Hall Open

10:15 AM - 11:00 AM

Break and Business Partner Networking

12:00 PM - 2:00 PM

Lunch and Business Partners

3:00 PM - 3:30 PM

Break and Business Partner Networking

4:30 PM - 5:00 PM

Business Partner Networking

Wednesday, September 18

8:00 AM – 3:00 PM

Exhibit Hall Open

9:30 AM - 10:15 AM

Break and Business Partner Networking

12:30 AM - 2:00 PM

Lunch and Business Partner Networking

2:00 PM - 3:00PM

BP Debrief/Lessons Learned

3:00 PM - 5:00PM

Exhibitor Booth Tear-Down

Please do not start to break down earlier than 2:00 pm on Wednesday.

This is your valuable time with the attendees!

***All lunches, snacks and evening events are included in your registration. ***

RMA | WCUPPA Conference 2019

September 15-18, 2019

Banff Centre (Kinnear Centre 2nd Floor)

Banff, Alberta, CANADA

