



IMPORTANT SPONSOR INFORMATION – please read and pass on to booth representatives

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Dear CSC Conference Exhibitor:

It is my pleasure to confirm your registration for the up coming CSC Conference in Calgary, Alberta May 24 - 28, 2023. Your company name was listed as a sponsor based on the information provided on the completed sponsors registration form and appears on our official CSC Conference web site – [The website will be updated with your logo under the Conference area, so when it is done, please ensure that the logo is correct, and if you have not submitted your logo, please do so ASAP.](https://www.csc-dcc.ca/Conferences/sponsorsataglance) <https://www.csc-dcc.ca/Conferences/sponsorsataglance>

NOTE: To be eligible for the complementary registration, the individual(s) must work for the company that is registered as a sponsor since the name badge will have that company name on it. **Please note that we will be unable to make changes to the delegate sponsors list at the conference;** should there be a change in representative, please advise the association office no later than 2 weeks prior to the conference date.

All registered sponsor “delegates” will have the opportunity to participate in all conference activities, including, technical sessions, luncheons, Fun Night, Presidents Ball, and all other scheduled activities. You will not be able to participate in the Companions program unless you are registered as a companion.

PROMOTIONAL ITEMS

To take full advantage of your sponsorship, we ask that you provide promotional items for the delegate bags; this could include pens, rulers, mugs, golf balls, or any item that has your company name on it, and can be used by the delegates during and after the conference. Promotional material (excluding brochures or written material) is very popular with the delegates, so originality will make a lasting impression. All promotional material should be sent directly to the hotel using the attached shipping form.

EXHIBIT SPACE – all spaces are pre-assigned

Please note that conference exhibit space is limited; and we ask that you DO NOT EXCEED the allocated space for your level, Please measure your booth prior to the conference set up date to ensure it fits within the below dimensions:

Diamond:	10 feet (Width)	10 feet (Depth)	(3 days) with electrical	MAX 8 feet height
Platinum:	8 feet (Width)	4 feet (Depth)	(3 days) with electrical	MAX 8 feet height
Gold:	8 feet (Width)	4 feet (Depth)	(3 days) with electrical	MAX 8 feet height

Silver: 8 or 6 Foot table with back-drop (Connections Café only) with electrical
Bronze: 6 Foot Table top (Connections Café only) - no backdrops are permitted at this level above 5 feet from the floor – no electrical is provided at this level

SET UP/DISMANTLE

Set up and dismantling times/dates are noted below.

GENERAL INFORMATION

See conference website for schedule details <https://www.csc-dcc.ca/Conferences/>

You are not required to man your booth during technical sessions, however please keep an eye on your booth just in case. You will need to man your booth during the **Connections Café on Thursday May 25** from **5:30 - 9PM**.

We hope this experience will be beneficial for you and your company. There are many networking opportunities and key individuals in attendance. If you have any suggestions, or require assistance in any way, please let me know. We value your participation, and hope you enjoy yourself.

Regards,

Clifton A. Fiola, CAE
Programs and Events Manager - CSC Conference Coordinator

↓ (see below) ↓

Set-up and dismantle times for sponsor booths

Please see **Clifton** for the location of your space, **If there is a conflict between companies please advise ASAP to avoid last minute moves.**

Gold, Platinum, and Diamond Levels

Set-up time is between 12 Noon - 5PM Wednesday May 24, 2023, and/or Thursday from 9 AM – 3PM May 25.

Dismantle time is between 2PM – 3PM Saturday May 27, 2023 following the Awards Luncheon.

Optional: You can dismantle your booth just prior to the Fun Night (4:30 – 5:30PM) Friday May 26 if you are not attending Saturday activities. Please advise Clifton if this is your choice.

Bronze, and Silver Levels (table top displays)

Set-up time between 3:00PM – 4:30PM to prepare for the Connections Café at 5:30PM Thursday May 25, 2023 ***** PLEASE BE READY TO SET UP SINCE YOU WILL HAVE A VERY LIMITED TIME TO DO SO.**

Dismantle time is following the “Connections Cafe” (around 9PM Same day)

** Please send all material/booths using the attached form below

If you are providing delegate bag gifts (not printed material), please send your packages to the attention of:

Clifton Fiola, and mark **“PROMOTIONAL MATERIAL”** on it. (we will put the gifts in the delegate bags on your behalf)

If you have any questions or concerns, please do not hesitate to contact Clifton Fiola at 416-777-2198 prior to the conference, or on his cell phone at 416-927-9166 during the conference.

PACKAGE HANDLING FORM

- The hotel cannot accept responsibility for the receipt of and/or storage of boxes more than 3 days prior to the scheduled meeting/program. Additional charges apply. If storage exceeds 3 business days prior to your event; an additional \$25 per day will apply regardless of size and or weight.
- Packages should be received during regular business hours:
Monday – Friday 8:00 am – 5:00 pm; Saturday 10:00am - 3:00 pm & Sunday 9:00-1:00 pm

All packages will be held until a payment method has been confirmed.

- After your event, any boxes to be shipped out of the hotel must be properly packaged and labeled with shipping address and phone number, return address, phone number and method of payment. Pick ups will be scheduled for Monday May 29.
- The hotel is not responsible for packing or for supplying any packing materials.

Any materials left behind will be discarded 3 business days after your departure

Each box must be labeled as follows

Name of Group and on-site Contact (the person onsite will be looking for the package)

**C/O The Westin Calgary
320 4 Ave SW, Calgary, AB T2P 2S6**

**ATTN: Erald Shkalla for Constructions Specifications Canada
403-266-1611**

**Box(es) ____ of ____ (Multiple boxes must be numbered)
Name of Conference must appear on each box.**