



IIA CANADA NATIONAL CONFERENCE

September 24 – 27, 2017

SHAW Conference Centre, Edmonton

2017 Exhibitor Manual

Conference Location:

SHAW Conference Centre
9797 Jasper Avenue, Edmonton, Alberta, Canada, T5J 1N9
Tel: 780.421.9797
See hotel accommodations: [Hyatt](#) OR [Courtyard Marriott](#)

Exhibitor Set Up/ Tear Down:

Set-Up:

Sunday, September 24th 6:00 pm – 8:00 pm

Tear-Down:

Tuesday, September 26th 6:30 pm (following the Reception)

Exhibitor Schedule:

Exhibitors are asked to be in their booth space during the following times:

Monday, September 25th	7:00 am – 8:00 am
	10:00 am – 10:30 am
	12:20 pm – 1:30 pm
	2:30 pm – 3:00 pm
Tuesday, September 26th	7:00 am – 8:00 am
	9:30 am – 10:00 am
	11:50 am – 12:50 pm
	2:50 pm – 3:20 pm
Reception	5:30 pm – 6:30 pm

[SHAW Facilities Guide](#)

All booth spaces include:

- 8' x 10' pipe and drape area
(8' high black draped backwall, 3' high Black draped sidewalls)
- One 6' white skirted table
- 2 Chairs
- Carpet in ballroom from wall to wall

Complete Forms below for Extra Services *(including hydro):*

[Power & Lighting / Online Link](#)

[Internet](#)

[Audio Visual](#)

[Show Services Form / Online Link](#)

Shipping Details:

For shipping booth materials in advance, you must use GES as required by the SHAW Conference Centre. Contact Chris Weder directly for details cweder@ges.com

Loading Dock Details:

See [MAP](#) for Loading Dock location if necessary. *Note you cannot park at the loading dock

Parking Details:

Grierson Hill Parking

Managed by the Shaw Conference Centre
\$10/day or \$3 evening rate

See [FULL PARKING DETAILS](#) here.

Please Note – as an exhibitor, you do not have access to attend the sessions.

