



# GeoSaskatoon Exhibitor Manual

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Saskatoon, Saskatchewan, Canada  
October 1 to 4, 2023





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# 1. Exhibition Resume

## A. Overview

Being held in the “City of Bridges” in the beautiful valley of the South Saskatchewan River, the theme of the conference is “bridging”. Bridging research & practice, bridging theory & experience, and above all, bridging different areas of practice. Geotechnical practice is often characterized as being distinct in the separate sectors of Infrastructure and Resources, however so many lessons can be learned, and experiences shared when we focus on the similarities, differences, and synergies in different areas of geotechnical, geosynthetics and hydrogeological practice.

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 caliber short courses, social events, and technical tours.

## B. Date & Location

Date: October 1 – 4, 2023

Location: Saskatoon, Saskatchewan, Canada

Venue: TCU Convention Centre, 35 22 Street East, Saskatoon SK S7K 0C8

## C. Congress & Exhibition

### Venue West Conference Services

#449-1231 Pacific Boulevard, Vancouver, BC V6Z 0E2 Canada

[secretariat@geosaskatoon2023.ca](mailto:secretariat@geosaskatoon2023.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 damage 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

### Hub City

1740 Ontario Avenue, Saskatoon, SK S7K 1T1

PH: 306-653-3705, FAX: 306-665-3075

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GEOSASKATOON 2023 Secretariat

Venue West Conference Services

#449-1231 Pacific Boulevard, Vancouver, BC V6Z 0E2 Canada

Tel: +1 604 681 5226 Fax: +1 604 681 2503



Hub City 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 Hub City. 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.

Hub City will not be responsible for damages incurred while handling loose exhibit material or those inadequately packed. Hub City 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.

### E. Insurance

It is understood that Hub City 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 Hub City with a release of subrogation to the extent of any insurance settlement received.

### F. Deadlines

Check	Mandatory Submissions	Return to	Due Date
☐	<ul style="list-style-type: none"> <li>Exhibit Staff Registration</li> <li>Certificate of Insurance</li> </ul>	Exhibition Management, Venue West	September 6, 2023

Check	Show Decorations	Return to	Due Date
☐	Hub City Rental Forms	Show Services, Hub City	Advance/Discounted Price Deadline September 17, 2023  Standard Price Deadline September 30, 2023

### G. Contact Information

#### On-site Exhibit Management:

Chaimaa Gamraoui

Cell: 204-952-5023

[sponsorship@geosaskatoon2023.ca](mailto:sponsorship@geosaskatoon2023.ca)



**Show Services:**

Hub City  
 1740 Ontario Avenue Saskatoon, SK S7K 1T1  
 PH: 306-653-3705, FAX: 306-665-3075

## 2. General Information

### A. Exhibition Schedule

<b>Exhibition Show Hours</b>	Sunday, October 1 Monday, October 2 Tuesday, October 3	17:30 – 20:00 09:30 – 18:30 09:30 – 15:30
<b>Exhibitor Move In *</b>	Sunday, October 1	13:00 - 17:00
<b>Icebreaker Reception</b>	Sunday, October 1	17:30 – 20:00
<b>Exhibitor Reception</b>	Monday, October 2	17:30 – 18:30
<b>Exhibitor Move Out</b>	Tuesday, October 3	15:30 - 17:00

\* Exhibitors are required to be set up in time for the Icebreaker Reception starting at 17:30



## 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 be located in the TCU Place Foyer, 1<sup>st</sup> Floor.

## C. Exhibit Space Packages

Exhibit space rental units includes the following:

### Booth Package

- 8'ft high back wall
- 4'ft high side walls
- 1 – 6' Skirted Table with 2 chairs
- waste basket
- Booth # sign
- One standard 110-volt power outlet

### Tabletop

- 1 – 6' Skirted Table with 1 chair
- waste basket
- Booth # sign
- One standard 110-volt power outlet

Exhibit space rental does not include any of the following: additional furniture, high speed internet connection, labour, shipping, or any other on-site services. These items may be ordered through the forms provided in this package.

## D. Move-In & Construction Limitations

Hub City will be responsible for constructing and setting up all exhibition booths. 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 regulations 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

Please contact the Exhibition Manager, Chaimaa Gamraoui, if you require assistance with customs brokerage. Email: [sponsorship@geosaskatoon2023.ca](mailto:sponsorship@geosaskatoon2023.ca)

### General Shipping

Our Show Services provider will receive & cold store PREPAID shipments **up to 20 days prior to show.**  
**Order forms are included in this package.**

c/o Hub City / GeoSaskatoon2023  
Organization Name  
Booth #  
1740 Ontario Avenue, Saskatoon, SK. S7K 1T1

**DIRECT TO VENUE shipments may arrive at TCU Place on Sunday, October 1st ONLY.**

All shipped items must be clearly marked with the company name and date. TCU Place accepts no responsibility for loss of damages for any property shipped to TCU Place for the event. **Exhibition shipments are not accepted at the venue until move in day.**

Organization Name  
Booth #  
GeoSaskatoon2023  
TCU Place 35 22 St E, Saskatoon, SK S7K 0C8  
Exhibition Hall: Salon A & B

## 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.

GeoSaskatoon 2023 and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at all times.

## G. Parking

TCU Place is surrounded by 2,000 parking spaces. Across the street is Midtown Parking, which has underground parking attached to TCU Place and an above ground lot. To the immediate West of the



facility is another large parking lot that can be accessed from Idylwyld Drive. The venue is also surrounded by many paid parking lots and metered street parking options. **See map included in this package.**

## H. Cleaning

TCU Place is responsible only for emptying baskets along the pathways and keeping the shared space clean. Exhibitors will be responsible for keeping 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 11ICI 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 at TCU Place.

## K. Move-out & Removal

Dismantling of exhibit construction and décor may only commence after the close of the exhibition. The GeoSaskatoon2023 Secretariat reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibit space must 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



## M. Floorplan

Exhibit hall floorplan and booth assignments will be sent in a subsequent communication.

## N. Liability Insurance

GeoSaskatoon 2023 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance.

## O. Exhibitor Order Forms

In an effort to become increasingly environmentally responsible, Hub City has chosen to forgo the production of hard copies of Exhibitor Kits and will instead 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:

- Exhibitor Cover Letter
- Furniture Rental Form
- Display Booth Order Form
- Custom Labour Order Form
- Material Handling Order Form
- Material Handling General Information
- Advanced Warehouse Shipping Label







**HUB CITY DISPLAY LTD.**  
 1740 ONTARIO AVENUE, SASKATOON, SK S7K 1T1  
 PHONE (306) 653-3705  
 E- Mail: [info@hubcitydisplay.com](mailto:info@hubcitydisplay.com)  
 Website: [www.hubcitydisplay.com](http://www.hubcitydisplay.com)

**CUSTOM LABOUR ORDER FORM**

COMPANY:	NAME OF SHOW:
STREET:	SHOW DATES:
CITY:	CONTACT NAME:
PROVINCE:      POSTAL CODE:	PHONE NUMBER:
EMAIL ADDRESS:	FAX NUMBER:                      BOOTH NUMBER:

**Minimum Charge is 3 hours for Installation and 3 hours for Dismantle Per Person.**

INSTALLATION & DISMANTLE RATES		
Regular Time (RT):	8:00 a.m. – 5:00 p.m. Monday to Friday	\$86.00 per hr/per person
Overtime (OT):	5:00 p.m. – 8:00 p.m. Monday to Friday 8:00 a.m – 5:00 p.m. Saturday & Sunday	\$129.00 per hr/per person
Double Time (DT):	All other hours including Statutory Holidays	\$172.00 per hr/per person

INSTALLATION: (estimated requirements)			
# of _____ installers	_____ hours	\$86.00/hr (RT)	\$
# of _____ installers	_____ hours	\$129.00/hr (OT)	\$
# of _____ installers	_____ hours	\$172.00/hr (DT)	\$
Date Required: _____ Start Time: _____ Finish: _____			

DISMANTLE: (estimated requirements)			
# of _____ installers	_____ hours	\$86.00/hr (RT)	\$
# of _____ installers	_____ hours	\$129.00/hr (OT)	\$
# of _____ installers	_____ hours	\$172.00/hr (DT)	\$
Date Required: _____ Start Time: _____ Finish: _____			

Client Supervised? Yes ( ) No ( ) On Site Cell # _____ If yes, Supervisor's name: _____	Total Estimated Charge	
Supervised by Hub City Display Representative Yes ( ) No ( ) If yes, add 25% to total estimated charges	25% Supervision Fee	
The exhibit consists of _____ shipping cases or crates (Please do not include cartons/boxes of literature or products)	Subtotal	
Ladders required, qty _____	10' or under – \$86.00    12' or higher – \$109.00	
Special Instructions:	GST 5% (R102417581)	
	PST 6%	
	Total Amount Due	
A 25% Cancellation Fee Will Be Processed For Orders Received And Then Cancelled. If Service Has Already Been Provided, 100% Of Original Order Will Be Applied. We Reserve The Right To Adjust Orders Calculated Inaccurately Or Received After The Pre Show Date. All Prices In Canadian Dollars.		

METHOD OF PAYMENT:      Cheque     Mastercard     Visa     Debit     Cash

CREDIT CARD #           EXP. DATE:

I HEREBY AGREE TO THE ABOVE RATES AND TERMS:

CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***“SETTING YOU UP FOR SUCCESS”***



## **MATERIAL HANDLING – GENERAL INFORMATION**

**Inbound Material Handling** freight can be shipped to our warehouse located at 1740 Ontario Avenue, Saskatoon SK, S7K 1T1. We will receive & cold store your materials and then transport them and unload them and deliver to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier.

### **Benefits of Advance Shipping to the Hub City Display Warehouse**

- Storage of materials for up to 20 days prior to your show.
- Delivery of shipments to your booth.
- Some convention centres and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

### **How to Ship in Advance to the Hub City Display Warehouse**

- Remove all old shipping & storage labels.
- Complete the enclosed Material Handling Order Form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, and weight and type of merchandise.

**Outbound Material Handling** is the removal of display material from the show floor, transportation to the warehouse, and storage up to (5) days until your carrier of choice picks up.

### **How to use Outbound Material Handling through Hub City Display**

- The company representative should attach a shipping label and Bill of Lading/Delivery Document showing the number of pieces, weight and type of merchandise. **If you are not able to provide that before shipping in bound you can fax or e-mail it directly to the Tradeshow Manager and they will make sure this is attached when it comes back to warehouse.**
- Arrange pick up of display material with carrier of your choice

# ADVANCE WAREHOUSE SHIPPING LABEL

SHIPPING WILL BE ACCEPTED 20 DAYS PRIOR TO THE TRADESHOW

PLEASE REMEMBER YOUR RETURN WEIGH BILLS & SHIPPING LABELS

EXHIBITOR

NAME: \_\_\_\_\_

SHOW NAME: CANADIAN GEOTECHNICAL SOCIETY – GEOSASKATOON

C/O HUB CITY DISPLAY

1740 ONTARIO AVE

SASKATOON, SK

S7K 1T1

BOOTH #: \_\_\_\_\_

PIECES: \_\_\_\_\_ OF \_\_\_\_\_

TOTAL WEIGHT (LBS): \_\_\_\_\_