



1550, 555-4th Ave SW
Calgary, AB T2P 3E7
(403) 216-2428 (Phone)
(403) 261-0665 (Fax)

I would like to thank each of you and your organizations for participating in the Vendor Exhibition for this years IEEE ESTMP Workshop in Edmonton, Alberta – Canada. I am enclosing in this information package the coordination and optional services/equipment details for your review and action. A floor plan has been created and will be posted on the official ESTMP website under the Vendor Exhibits link very shortly.

For those of you who are planning to bring equipment or materials from the United States please complete the enclosed customs form on your company letterhead and issue it to the party addressed on the form as soon as possible to avoid any costs or delays at customs. Please fax a copy of the submitted customs form to myself at (403)261-0665 for my files.

As noted in the information package from Goodkey Show Services, the booth(s) you have booked include one 8' table, two chairs, 1 back curtain and two side curtains (and all necessary piping/framing). You may add options to your exhibit space based on the options list provided – please note you will need to contact Goodkey directly for booking these options. Due to the somewhat difficult loading/unloading location for this venue I have asked Goodkey Show Services to include their marshalling and equipment handling options in their package, which I would highly recommend you make use of if you have larger equipment that cannot be carried in.

I have included the forms from ShowTech Services should you wish to have electrical outlets in your booth space(s). You will need to coordinate and book with them directly as this is considered an optional service.

Set up: The exhibition hall will be open at 08:00 on Monday, October 24th for display and equipment set up. This allows 8 hours to have all exhibitors set up and ready for the doors to open at 17:00. Should you require more time than that please contact me directly to see that we can make the necessary arrangements. Security will be provided in the room starting Monday and will be present at all times outside the exhibition hours.

We look forward to meeting all of you at the conference and look forward to an amazing show this year. Should you have any further questions or requirements beyond what is enclosed in this package please contact me directly either via email or telephone and I will do my best to accommodate you.

Regards,

Jason Demers,
IEEE Vendor Exhibition Chair
Marex Canada Limited
Ph: (403) 216-2428
Cell: (403) 815-7474
Fax: (403) 261-0665

"Committed to ensuring a safe working environment for all people".