

CHECK LIST & ORDER FORM DEADLINE GUIDE*

*To help PPPC plan efficiently, please respect the deadlines below. However, if more time is needed we may be able to accommodate. Deadlines established by the vendors CANNOT be modified.



SAVE TIME, AGGRAVATION AND MONEY! FINALIZE YOUR ARRANGEMENTS BEFORE THE PRESCRIBED DEADLINES

ACCOMMODATION & TRAVEL	DEADLINE	<input checked="" type="checkbox"/>
TORONTO AIRPORT MARRIOTT - HOST HOTEL	(Pending availability)	
COURTYARD TORONTO AIRPORT HOTEL - ALTERNATE HOTEL	-	
TRAVEL ARRANGEMENTS		
PPPC 2018 NATIONAL TRADE SHOW (shows@pppc.ca)		
EXHIBITOR GUIDE	-	
BOOTH RESERVATION & PAYMENT CONTRACT	ASAP	
BOOTH STAFF REGISTRATION	February 9, 2018	
MANDATORY LIABILITY INSURANCE CERTIFICATE - click here to download form Indicate show dates and International Centre as additional insured	February 3, 2018	
FIRE REGULATION	-	
FOOD SAMPLING FORM	January 9, 2018	
PROMOTIONAL OPPORTUNITIES - (gladys@pppc.ca)		
SHOW GUIDE ADVERTISING - (tiffany@pppc.ca)	December 13, 2017	
SPONSORSHIP OPPORTUNITIES - (gladys@pppc.ca)	ASAP	
RENTALS		
CARPET / UNDERPAD Custom color only. Black booth carpet included with booth	January 19, 2018	
FURNISHINGS - TABLES, CHAIRS...	January 19, 2018	
ACCESSORIES - EASELS, PLANTS, CLOTHING RACKS...	January 19, 2018	
TURN KEY BOOTH STRUCTURES AND ACCESSORIES	January 19, 2018	
LEAD RETRIEVAL	January 27, 2018	

SERVICES AND LABOUR	DEADLINE
ELECTRICAL POWER, LIGHTING & SIGNAGE INSTALLATION (click here to order online)	January 30, 2018
CLEANING SERVICES - PRE-SHOW VACUUMING INCLUDED WITH BOOTH	February 6, 2018
SIGNS & GRAPHICS	January 19, 2018
LABOUR - INSTALLATION & DISMANTLING	January 19, 2018
INTERNET FOR YOUR BOOTH	January 11, 2018
FOOD AND BEVERAGE (EXHIBITOR CATERING) - CATERING MENU - CATERING ORDER FORM	January 30, 2018
PHOTOGRAPHY SERVICE - Image Commission 905-326-3401 ext 415	February 11, 2018

SHIPPING & CUSTOMS INFORMATION

SHIPPING - Rob McCall - 416-509-6103 - rmccall@rogers.com
 Contact Rob concerning the caravan between Las Vegas and Mississauga
 Contact Rob for advance warehousing for the 2018 National Convention

ASAP

[CUSTOMS BROKERAGE SERVICES](#) - email kmullins@nalsi.com for more info
[CUSTOMS CANADA RECOGNITION LETTER](#)
 If attending from outside of Canada, we recommend you bring a copy of the Customs Canada Recognition letter with you to present at Customs Canada, if need be.

FREE PARKING AT THE INTERNATIONAL CENTRE!