



PPPC 2018 National Convention EXHIBITOR GUIDE

PLEASE TAKE CAREFUL NOTE OF THE INFORMATION BELOW

FACTS

CONVENTION DATES	Friday, February 9 to Tuesday, February 13, 2018
TRADE SHOW DATES	Sunday, Monday & Tuesday, February 11 – 13, 2018
EVENT NAME	PPPC 2018 National Convention
TRADE SHOW LOCATION	The International Centre , Hall 5 6900 Airport Rd, <i>Mississauga</i> , ON L4V 1E8
HOST HOTEL	Toronto Airport Marriott (Host Hotel) 901 Dixon Rd, Toronto, ON M9W 1J5 Rates starting at \$148 per room
ALTERNATE HOTEL	Courtyard Toronto Airport Hotel 231 Carlingview Dr, Toronto, ON M9W 5E8 Rates starting at \$139 per room - Two Queen Beds - One King bed with pull-out
SHUTTLE SERVICE	Continuous shuttle service will be provided between the Toronto Airport Marriott and the International Centre. The Courtyard Marriott is located next to the Toronto Airport Marriott.

FEATURES

- **THE SHOW!** Close to 200 suppliers in a 400+ booth trade show
- **DISTRIBUTORS** – more than 1,700 distributor visitors from 450+ companies; members and subscribers.
- **CLIENT DAY** – An estimated 1,500 clients visit on day three of the show – added value for PPPC exhibitors.
- **BOOTH PRICE** – industry competitive and includes pipe & drapes, booth carpet and material handling, post-show distributor list.
- **Sponsorship, Advertising, Branding, Product Placement** galore! Inquire today with gladys@pppc.ca.
- **Image Awards** – come celebrate excellence.
- **FREE – Refreshments** in the Exhibitors' Lounge.
- **FREE - Professional Development**

SCHEDULE at a GLANCE – For full schedule, please visit [National Convention Site](#) (login required)

Friday, February 9	EXHIBITOR BOOTH SET-UP , International Centre (IC) Hall 5	1:00pm – 8:00pm
	Registration at the International Centre (IC) Foyer	1:00pm – 5:00pm
	Professional Development at the Marriott Toronto Airport	9:00am – 4:00pm
Saturday, February 10	Registration at the International Centre (IC) Foyer	9:00am – 5:00pm
	EXHIBITOR BOOTH SET-UP , (IC) Hall 5	9:00am – 8:00pm
	Professional Development at the Marriott Toronto Airport	9:00am – 4:00pm
	Networking Event,	7:00pm – 10:00pm
Sunday, February 11	Registration at the International Centre (IC) Foyer	8:30am – 4:00pm
	TRADE SHOW – DAY 1	9:30am – 4:00pm
	2018 IMAGE AWARDS Cocktail, Dinner & Ceremony	5:00pm – 8:30pm
Monday, February 12	Registration at the International Centre (IC) Foyer	8:30am – 4:00pm
	TRADE SHOW – DAY 2	9:30am – 4:00pm
	Annual General Meeting (IC)	4:15pm – 5:15pm
Tuesday, February 13	Registration at the International Centre (IC) Foyer	8:30am – 3:30pm
	TRADE SHOW & CLIENT DAY – DAY 3	9:30am – 3:30pm

RESERVE YOUR BOOTH SPACES by completing the [Exhibit Space Application](#) now



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All forms and the most up-to-date event information can be found on the [2018 National Convention website](#).

Login to the PPPC member lounge is required.

For your company's login information, please contact Caroline at caroline@pppc.ca or by phone at 866-450-0350 ext. 30.

PLEASE TAKE CAREFUL NOTE OF THE INFORMATION CONTAINED IN THE FOLLOWING PAGES

EXHIBIT SPACE APPLICATION & CONTRACT

EXHIBIT SPACE APPLICATIONS WILL BE PROCESSED ONLY IF ACCOMPANIED BY THE \$500/BOOTH DEPOSIT OF THE TOTAL EXHIBIT FEE for forms submitted by October 13th. 50% of total booth fees will be processed for forms received after October 13th. Balance due by December 1st, 2017.

Booth will be assigned based primarily on the [priority points system](#) (for those who submit their application by the September 29, 2017 early bird deadline), the date of submission, size of booth and competitive lines.

Cancellation Policy: In the event of a cancellation, the deposit is non-refundable. If cancellation occurs between November 6th and November 30th, all monies paid to date are non-refundable. 100% of booth fees are payable if cancelling on or after December 1st, 2017. All cancellations must be done in writing at shows@pppc.ca.

INCLUSIONS

Material handling, black booth carpet, silver/white drape (purple/silver for New Member Area), aisle carpet, visitor reports, partial virtual booth on the interactive floor plan and first vacuuming of your booth.

IMPORTANT – Black booth carpet provided. Should carpet not be required, please inform the event organizers at shows@pppc.ca. Colored carpet or underpadding can be ordered from GES at your personal expense.

Your goods will be at your booth by 1pm, for set up by your team, on February 9th.

Booth set-up hours: Friday, February 9th from 1pm to 8pm, and Saturday, February 10th from 9am to 8pm.

EXCLUSIONS

Booth vacuuming on show nights, signage and installation, phone line, internet access in your booth, electrical power, furniture rentals and lead retrieval devices are not included in the cost of exhibiting at the National Convention. Order and service forms are posted on the [2018 National Convention site](#) in the Member Lounge of www.pppc.ca. User name and password required. (For questions concerning your user name and password, email Caroline at caroline@pppc.ca).

SPONSORSHIP PROGRAM

PPPC offers a comprehensive and exclusive SPONSORSHIP, BRANDING, VISIBILITY, ADVERTISING AND PRODUCT PLACEMENT opportunities. Inquiries with gladys@pppc.ca

MOVE-IN AND SET-UP

DELIVERY OF OFFICIAL CARRIER (RECALL) SHIPMENTS AND SHOW DECORATOR SET-UP:

Thursday, February 8 (no booth decoration by exhibitors on this day), and Friday, February 9, 2018 (7am – 1pm)

EXHIBITOR MOVE-IN:

Friday, February 9th from 1PM to 8PM

Saturday, February 10th from 9AM to 8PM

Third Party Contractors

Members who use third party contractors must fill out the [Third Party Authorization Form](#). These independent 3rd party contractors must obtain an authorization from PPPC to access the show floor and provide proof of liability insurance as per the floor access requirements on the Third Party Contractor Authorization Form. They must be pre-registered.

Your Booth Staff

Exhibitors must [pre-register booth staff](#). Registration and service and order forms are available at www.pppc.ca.

Badges ARE NOT mailed in advance. Self-scanning badge printing stations will be set-up in the Foyer to Hall 5 of the International Centre. Badges must be worn for set up of booths. All accounts with an outstanding balance must be cleared by December 31st, 2017 in order to exhibit.

MATERIAL TRANSPORTATION AND DELIVERY

Recall Trade Show Logistics is the recommended transportation broker. We recommend that you use Recall Services for shipping your goods to the show or for storage prior to the show. They are best positioned to obtain the lowest material transportation rates and conditions available. They also coordinate transportation of goods between the PPAI Expo in Las Vegas and the PPPC National Trade Show.

Recall's [bill of lading](#) is available for print at www.pppc.ca, or you may contact Rob McCall at 416-509-6103 or rmccall@rogers.com

Shipment to show site directly must be labeled as follows:

PPPC National Convention – Feb 9–13, 2018

The International Centre, Hall 5

6900 Airport Rd, Mississauga, ON L4V 1E8

YOUR COMPANY NAME & BOOTH NO.:

WAIVER

PPPC and its contractors are not liable for cardboard containers or their contents.

We will endeavor to provide the utmost security and care for your goods. We strongly suggest you ship in non-destructible containers. Whether they are full or empty, as your cases will be traveling from city to city, cardboard boxes stacked on top of cardboard boxes tend to flatten boxes on the bottom causing damage to your products or documents. THIS IS FOR YOUR PROTECTION AND OURS. PPPC and its contractors can, at any time, refuse goods or relieve themselves of obligation for goods that are not suitable for travel or could, in any way, be damaged or damage other goods because of poor packaging. We strongly suggest packing in TOTE style boxes with hinged lids and strong sides. NOT RUBBERMAID with snap on lids.

Note that advance shipping for warehouse storage before the show can be arranged directly with Recall show logistics. Contact Rob at 416-509-6103 or rmccall@rogers.com to arrange advance shipments.

FROM THE LAS VEGAS EXPO

Recall Show Services is arranging shipment consolidation from **Las Vegas to Toronto**. Contact Rob McCall, logistics manager, who will be taking orders and coordinating on. Recall's goal is to provide you with a turn-key service allowing for seamless clearance through customs. Be sure to arrange for customs clearance through North American Logistics Services Inc. (NALSI). [NALSI](#) can be reached at kmullins@nalsi.com or by phone at 905-951-1612.

We encourage you to let Rob McCall and Recall Logistics handle your goods for safe and timely delivery at the International Centre. *Contact Rob at 416-509-6103 or rmccall@rogers.com.*

Promotional Product Professionals of Canada
455 F nelon Blvd. Suite 202, Dorval (QC), H9S 5T8

Web: www.pppc.ca ▲ Show E: shows@pppc.ca
T: 514-489-5359 or 1-866-450-7722 ▲ F: 514-489-7760 or 1-800-489-8741

Other Carriers and Advance Warehousing

Carriers appointed by Recall Show Logistics will have top priority at the docks, both for move in and move out. Exhibitors using other carriers or vehicles will only have access to the docks after Recall Services carriers clear the area. **PLEASE KEEP IN MIND THAT THE INTERNATIONAL CENTRE WILL TURN AWAY SHIPMENTS ARRIVING BEFORE February 9th, 2018!** Advance shipping can be arranged through Recall Show Services. Contact Rob at 416-509-6103 or rmccall@rogers.com to arrange advance shipments.

After the show, as the hall is being cleared, Recall will pick up any goods left behind at 11:30pm. Recall will ship your goods to your address, apply their published rates and deliver to you for C.O.D. receiving.

TEAR-DOWN AND MOVE-OUT

Empty boxes and crates will be brought to you after 3:30PM on Tuesday, February 19th, 2018. A Recall representative will be available on site to assist you in preparing to ship your goods after the show. **PLEASE NOTE THAT WE MUST FREE THE HALL BY 11.59 p.m. on TUESDAY, February 13th, 2018. THANK YOU FOR YOUR COOPERATION IN THIS MATTER.** *WARNING: EXHIBITORS TEARING DOWN THEIR BOOTHS BEFORE CLOSING WILL BE INVOICED A FINE IN THE AMOUNT OF THE COST OF THEIR BOOTH.*

RULES AND REGULATIONS

All Rules & Regulations for Trade Shows are posted at www.pppc.ca and are an integral part of your booth contract. Please carefully review the rules to ensure your booth complies with the rules and regulations. These include sight-line regulations, height allowances, etc. These rules will be enforced by show management:

- [Exhibitors' Rules & Regulations](#)
- [Booth Configurations Rules & Regulations](#)

ADHESIVES: Removal of tape, tape residue and/or any other adhesive material used to secure booth flooring used by exhibitors may subject to cleaning fees and rebilled back to exhibitors. Approved double-sided tape is available for purchase via Caldas cleaning services.

Please note that for security, health, safety and insurance reasons, we strictly deny of any person under the age of 16 at all times. Please advise your booth staff and booth set-up crew.

INSURANCE - MANDATORY

Exhibitors must carry their own liability coverage, fire, theft and/or other insurance and have the **obligation to provide PPPC with a copy of their certificate of insurance for this particular trade show. It is requested and is a condition for exhibiting.** Show Management shall take all necessary precautions to prevent losses and to protect the interests of exhibitors. Show Management, its official contractors and the International Centre will not accept responsibility for injury to persons, loss of, or damage to products, exhibits, equipment or decoration, by fire, accident, theft or any other causes while in the building and/or in transit to or from the exhibit site.

Exhibitors, or their agents, must provide adequate insurance for their own personnel, exhibits and materials against all such hazards. Please contact your Insurance Company and request they place a "rider" on your existing policy. Inform your Insurance Company of show location, move-in and move-out dates or provide them with a completed copy of the [liability insurance template](#). **This "Certificate of Insurance", with contractual liability insurance at limits of at least \$1,000,000 per \$1,000,000 aggregated, must be issued and submitted to PPPC by January 12, 2018. Please send copies to shows@pppc.ca.**

Exhibitors can make personal arrangements for extra security at their booth. Contact shows@pppc.ca

CONTACT US

Chair, Events Committee

Alex Jovetic
Phone: 1-905-975-1387
ajovetic@starline.com

Events Coordinator

Robin Duffie - PPPC
Events Coordinator
Phone: 1-866-450-7722, ext. 39
shows@pppc.ca

Shipping, Logistics & Floor Manager

RECALL Trade Show Logistics

Rob McCall, President
Phone: 1-416-509-6103
rmccall@rogers.com

GES CANADA – Show Decorator

Exhibitor Services Department
Phone: 1-905-283-0500

Showtech Power & Lighting

Phone: 905-677-9546
Fax: 905-677-8713

The International Centre

Event Services

Toronto Airport Marriott

Host Hotel

Phone: 1-416-674-9400

The Courtyard Marriott

Alternate Hotel

Phone: 1-866-675-0411
Fax: 1-416-675-0433

IRIS - Lead Retrieval Units

Phone: 416-703-9200
exhibitor@irisreq.com

NORTH AMERICAN LOGISTIC SOLUTIONS

Customs Broker

Keith Mullins – trade show contact
Phone: 905-951-1612
Email: kmullins@nalsi.com