



PPPC 2022 National Convention EXHIBITOR GUIDE

PLEASE TAKE CAREFUL NOTE OF THE INFORMATION BELOW

INTRODUCTION

PPPC's National Convention is an annual event like no other! This event includes Canada's largest tradeshow, professional development sessions, networking events, and the industry's most-anticipated ceremony of the year, the PPPC Awards.

Re-experience an in-person event after a two-year hiatus & the impact it has had on your business. Connect in-person with customers and peers in a safe environment to share ideas, inspire each other, and do business. This event is a great chance to meet with a large group of customers in a short timeframe to showcase your new products in a safe environment!

FACTS

EVENT NAME	PPPC National Convention 2022
CONVENTION DATES	Tuesday September 13 – Thursday September 15, 2022
TRADE SHOW DATES	Wednesday September 14 – Thursday September 15, 2022
TRADE SHOW LOCATION	The International Centre , Hall 1 6900 Airport Rd, Mississauga, ON L4V 1E8
HOST HOTEL	Delta Hotels by Marriott Toronto Airport and Conference Centre 655 Dixon Road, Etobicoke, ON M9W 1J3 Rates starting at \$169 per room – Note: Rate available until August 23, 2022 https://www.marriott.com/event-reservations/reservation-link.mi?id=1650314640164&key=GRP&app=resvlink
SHUTTLE SERVICE	Scheduled shuttle service will be provided at peak times between the Delta Hotel and the International Centre. Final schedule to be released by September 1, 2022.
STAFF REGISTRATION	To register booth staff, please contact SAGE at ses@sageworld.com

FEATURES

- **THE SHOW!** Over 100 suppliers in a 200+ 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, post-show distributor list (based on privacy legislation restrictions).
- **Sponsorship, Advertising, Branding, Product Placement** galore! Inquire today with katrina@pppc.ca.
- **PPPC Awards** – come celebrate excellence.
- **FREE – Refreshments** (limited coffee and light snacks) in the Exhibitors' Lounge.

SCHEDULE at a GLANCE

Tuesday, September 13	EXHIBITOR MOVE IN , International Centre (IC) Hall 1	1:00pm – 7:00pm
	Registration at the International Centre (IC) Foyer	1:00pm – 7:00pm
Wednesday, September 14	Opening Speaker Session - The International Center - Conference Centre	8:30am – 10:00am
	Registration at the International Centre (IC) Hall 1 Foyer	8:00am – 3:00pm
	TRADE SHOW – DAY 1 The International Centre - Hall 1	10:00am – 4:00pm
	Ribbon Cutting Ceremony	10:00am – 10:15am
	2022 PPPC AWARDS Cocktails & Networking Party – Eglinton Gallery West - 2301 Keele St, North York, ON	6:00pm – 11:00pm
Thursday, September 15	Registration at the International Centre (IC) Hall 1 Foyer	9:00am – 2:00pm
	TRADE SHOW – DAY 2 The International Centre – Hall 1	10:00am – 3:00pm
	CAS/MAS Lounge at the International Centre Hall 1	9:30am – 2:00pm
	Distributor Client Day	10:00am – 3:00pm
	EXHIBITOR MOVE OUT , International Centre (IC) Hall 1	3:00pm – 8:00pm

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All forms and the most up-to-date event information can be found at

<https://pppc.ca/events/natcon/>

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 May 26. 50% of total booth fees will be processed for forms received after May 26. **Balance due by July 15, 2022.**

Booths will be assigned based primarily on the priority points system for those who submit their application by July 5, 2022, 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 May 26 and July 15, all monies paid to date are non-refundable. 100% of booth fees are payable if cancelling on or after July 15, 2022. All cancellations must be done in writing to katrina@pppc.ca.

INCLUSIONS

Booth carpet, drape, and visitor reports (based on privacy policies).

IMPORTANT - Should carpet not be required, please inform the event organizers at katrina@pppc.ca. Colored carpet or underpadding can be ordered from GES at your expense.

Booth set-up hours: Tuesday, September 13 from 1pm to 7pm.

For more information on the delivery of your goods, please contact GES

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, however the SAGE ShowLink Lite Lead Retrieval System will be available to all exhibitors should they want to use it on their own device. Questions regarding the SAGE ShowLink Lite can be directed to ses@sageworld.com. Order and service forms are posted on the [2022 National Convention site](#).

SPONSORSHIP PROGRAM

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

MOVE-IN AND SET-UP

EXHIBITOR MOVE-IN:

Tuesday, September 13th from 1:00pm – 7:00pm

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. To register staff, please contact SAGE at ses@sageworld.com. **BADGES ARE NOT mailed in advance.** Self-scanning badge printing stations will be set-up in the Foyer to Hall 1 of the International Centre. Badges must be worn for set up of booths. All accounts with an outstanding balance must be cleared by July 31, 2022, in order to exhibit.

MATERIAL TRANSPORTATION AND DELIVERY

GES Customs & Logistics Experts can handle all your shipping & customs services so you can focus on your event. You can ship to their advance warehouse to ensure a smooth move in, a guarantee of on time delivery, and placement of materials inside your booth. Full spectrum service includes pick of shipment, storage at the Advance Warehouse, priority delivery to the venue, storage of empty crates and outbound service after the event.

If you require Customs Clearance, the process is easier than you think - you can trust GES to guide you every step of the way.

GES at 905-283-0500 or: torontocl@ges.com

Shipment to show site directly must be labeled as follows:

PPPC National Convention – September 13 - 15, 2022

The International Centre, Hall 1

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.

DISTRIBUTOR SUITES

Distributors are not permitted to wait for their invited clients at or around the registration area and / or foyer outside of the exhibit hall. Host Distributors are required to rent a closed and private meeting room (hospitality suite) away from the registration area and show floor. Rooms are available on a first come- first serve basis with various spaces available to fit the needs of the distributor.

OTHER CARRIERS AND ADVANCE WAREHOUSING

Carriers appointed by GES 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 GES carriers clear the area. PLEASE KEEP IN MIND THAT THE INTERNATIONAL CENTRE WILL TURN AWAY SHIPMENTS ARRIVING BEFORE September 8, 2022! Advance shipping can be arranged through GES Logistics. Contact **GES** at 905-283-0500 or: torontocl@ges.com to arrange advance shipments.

After the show, as the hall is being cleared, GES will pick up any goods left behind and 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 3:00PM on Thursday, September 15, 2022. A GES 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 8:00 p.m. on THURSDAY, September 15, 2022. 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 [2022 National Convention site](#) 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.

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 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 August 5, 2022. Please send copies to jessica@pppc.ca.**

Exhibitors can make personal arrangements for extra security at their booth. Contact Treena Didine at Treena@Tone-Gar.com

CONTACT US

Events Manager

Katrina Derksen - PPPC
Events Manager
Phone: 1-866-450-7722, ext. 209
katrina@pppc.ca

Events Coordinator

Jessica Smilar - PPPC
Events Coordinator
Phone: 1-866-450-7722, ext. 204
jessica@pppc.ca

Shipping, Logistics & Floor Manager

GES - Customs & Logistics Department
Phone: 905.283.0500 or 1.877.437.4247
Email: torontocl@ges.com

Showtech Power & Lighting

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

The International Centre

Event Services

Delta Hotels Toronto Airport

marriott.com/YYZDA

SAGE

ses@sageworld.com

Security

Treana Didine
Treana@Tone-Gar.com