



CERTIFICATE OF INSURANCE GUIDELINES

- 1) Check box corresponding to your exhibition site
- 2) **Submit this form to your insurance broker or company. The insurance rider must name the trade show site and their address as additional insured.**
- 3) To fulfill the exhibition requirements, the rider must include the set-up, trade show and tear down dates. **Do not forget to insure your goods while in transit.**
- 4) Your insurance provider can email the rider to jessica@pppc.ca

Your Company Name:

Your Policy #:

Complete Address:

MINIMUM LIMITS FOR EACH TRADE SHOW

See Exhibitor Guide for explanations and coverage details

Commercial General Liability	\$1,000,000.00 Minimum
Tenants Legal Liability	\$500,000.00 Minimum
Bodily Injury & Property Damage Liability	\$1,000,000.00 Minimum

2023 TOPS+ TOUR

City	Dates	Setup/Move out & Show hours	Hotel
Montreal Sheraton Laval, 2440 Laurentian Autoroute, Laval, QC	Setup - January 23 Show Date – January 24	Setup – 12:00pm-6:00pm Show – 9:00am-3:00pm Move out – 3:00pm-8:00pm	Sheraton Laval 2440 Laurentian Autoroute, Laval, QC
Toronto The International Centre, 6900 Airport Road, Mississauga, ON	Setup - January 25 Show Date – January 26	Setup – 12:00pm-6:00pm Show – 9:00am-3:00pm Move out – 3:00pm-8:00pm	Toronto Airport Marriott Hotel 901 Dixon Road Toronto, Ontario M9W 1J5
Calgary The Westin Calgary Airport, 671 Aero Drive NE, Calgary, AB	Setup - January 30 Show Date – January 31	Setup – 12:00pm-6:00pm Show – 9:00am-3:00pm Move out – 3:00pm-8:00pm	Westin Calgary Airport 671 Aero Drive NE, Calgary, AB
Vancouver Sheraton Vancouver Wall Centre 1000 Burrard St Vancouver, BC	Setup – February 3 Show Date – February 4	Setup – 12:00pm-6:00pm Show – 9:00am-3:00pm Move out – 3:00pm-8:00pm	Sheraton Vancouver Wall Centre , 1000 Burrard St., Vancouver, BC
Winnipeg RBC Convention Centre, 375 York Ave, Winnipeg, MB	Setup – February 7 Show Date – February 8	Setup – 12:00pm-6:00pm Show – 9:00am-3:00pm Move out – 3:00pm-8:00pm	Delta Hotel Winnipeg , 350 St Mary Ave, Winnipeg, MB