

# PPPC 2023 TOPS+ EXHIBITOR GUIDE

**PLEASE TAKE CAREFUL NOTE OF THE INFORMATION BELOW**

## INTRODUCTION

TOPS+2023 is Canada's longest running and most successful traveling promotional trade show in Canada. The five-city tour connects Suppliers & Distributors on their home turf to do business in a convenient, cost-effective, and short-time frame. Basically, it's a win-win for all!

This five-city tour enables Suppliers to provide exclusive access to the industry's newest and hottest promotional products in Canada to Distributors and their clients. \*Spoiler alert\*– expect many "WOW" moments... Distributors have the unique opportunity to bring their clients to the show to be among the first to preview new promotional wares and meet with top Suppliers

## FACTS

### EVENT NAME - PPPC TOPS+ 2023

City	Dates	Setup/Move out & Show hours	Hotel
<b>Montreal</b> 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	<b>Sheraton Laval</b> 2440 Laurentian Autoroute, Laval, QC
<b>Toronto</b> 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	<b>Toronto Airport Marriott Hotel</b> 901 Dixon Road Toronto, Ontario M9W 1J5
<b>Calgary</b> 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	<b>Westin Calgary Airport</b> 671 Aero Drive NE, Calgary, AB
<b>Vancouver</b> Sheraton Vancouver Wall Centre 1000 Burrard St Vancouver, BC	Setup – February 2 Show Date – February 3	Setup – 12:00pm-6:00pm Show – 9:00am-3:00pm Move out – 3:00pm-8:00pm	<b>Sheraton Vancouver Wall Centre</b> , 1000 Burrard St., Vancouver, BC
<b>Winnipeg</b> 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	<b>Delta Hotel Winnipeg</b> , 350 St Mary Ave, Winnipeg, MB

## FEATURES

- **THE SHOWS!** Over 100 suppliers in a 200+ booth trade show tour!
- **DISTRIBUTORS** – more than 1,700 distributor visitors from 450+ companies; members and subscribers.
- **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](mailto:katrina@pppc.ca).

# PPPC 2023 TOPS+ Exhibitor Guide

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

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

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 50% BOOTH DEPOSIT OF THE TOTAL EXHIBIT FEE. **Balance due by December 15, 2022.**

Booths will be assigned based primarily on the priority points system for those who submit their application by December 28, 2022, the date of submission, size of booth and competitive lines will also be considered.

**Cancellation Policy:** In the event of a cancellation, the deposit is non-refundable. If cancellation occurs between November 28 and December 15, all monies paid to date are non-refundable. 100% of booth fees are payable if cancelling on or after December 15, 2022. All cancellations must be done in writing to [katrina@pppc.ca](mailto:katrina@pppc.ca).

## SHOW DECORATORS/VENDORS

Information regarding show decorators as well as any electrical, freight, Wi-fi, or other booking links and info will be posted to the [TOPS+ website](#) as information becomes available.

## INCLUSIONS

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

**IMPORTANT** - Should carpet not be required, please inform the event organizer at [katrina@pppc.ca](mailto:katrina@pppc.ca).

For more information on the delivery of your goods, please contact the show decorator for each city.

## 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 TOPS+.

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, and how to register can be directed to [ses@sageworld.com](mailto:ses@sageworld.com).

## SPONSORSHIP PROGRAM

PPPC offers comprehensive and exclusive SPONSORSHIP, BRANDING, VISIBILITY, ADVERTISING AND PRODUCT PLACEMENT opportunities. Inquiries with [katrina@pppc.ca](mailto:katrina@pppc.ca).

## MOVE-IN AND SET-UP

### Third Party Contractors

Members who use third party contractors must fill out the **Third-Party Authorization Form**. These independent 3<sup>rd</sup> 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 use the Booth Staff Booking Links below. **BADGES ARE NOT mailed in advance.**

**Montreal:**

[Montreal](#)

[Toronto](#)

[Calgary](#)

[Vancouver](#)

[Winnipeg](#)

## **MATERIAL TRANSPORTATION AND DELIVERY**

**Recall Transport Services Inc.** 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.

## **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.** PPC 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.

## **TEAR-DOWN AND MOVE-OUT**

Empty boxes and crates will be brought to you after the designated show end time.

***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 on the [2023 TOPS+ website](#) 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 sightline 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 PPC 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, and its official contractors 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 PPC by January 15, 2023. Please send copies to [jessica@pppc.ca](mailto:jessica@pppc.ca).**

## CONTACT US

### Events Manager

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

### Events Coordinator

Jessica Smilar - PPPC  
Events Coordinator  
Phone: 1-866-450-7722  
[jessica@pppc.ca](mailto:jessica@pppc.ca)

### Show Decorator - Montreal, Toronto, Calgary

GES - Customs & Logistics Department  
Phone: 905.283.0500 or 1.877.437.4247  
Email: [torontocl@ges.com](mailto:torontocl@ges.com)

### Show Decorator - Vancouver

Show in Motion  
Phone: 604-599-1440

### Show Decorator - Winnipeg

Central Display  
Phone: 204-237-3367  
Email: [info@centraldisplay.ca](mailto:info@centraldisplay.ca)

### Showtech Power & Lighting - Toronto

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

### SAGE

[ses@sageworld.com](mailto:ses@sageworld.com)