

## PPPC 2024 TOPS+ EXHIBITOR GUIDE

PLEASE TAKE CAREFUL NOTE OF THE INFORMATION BELOW

### INTRODUCTION

TOPS+2024 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.

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

City	Dates	Setup/Move-out & Show hours	Show Venue	Hotel
Montreal	Mon Feb 12	Setup – 12:00pm-6:00pm	Sheraton Laval 2440 Laurentian Autoroute, Laval, QC <a href="#">Book hotel here</a>	
	Tue Feb 13	Show – 9:00am-3:00pm Move out – 3:00pm-8:00pm		
Toronto	Wed Feb 14	Setup – 12:00pm -6:00pm	Hilton Toronto/Markham Hilton Suites Conference Centre & Spa 8500 Warden Avenue, Markham, ON <a href="#">Book hotel here</a>	
	Thu Feb 15	Show – 9:00am-3:00pm Move out – 3:00pm-8:00pm		
Winnipeg	Tue Feb 20	Setup – 12:00pm -6:00pm	RBC Convention Centre, 375 York Ave, Winnipeg, MB	Delta Hotel Winnipeg 350 St Mary Ave, Winnipeg, MB <a href="#">Book hotel here</a>
	Wed Feb 21	Show – 9:00am-3:00pm Move out – 3:00pm-8:00pm		
Calgary	Mon Feb 26	Setup – 12:00pm -6:00pm	TELUS Convention Centre, 136 8 Ave SE, Calgary, AB	Calgary Marriott Downtown, 110 9 Ave SE, Calgary, AB <a href="#">Book hotel here</a>
	Tue Feb 27	Show – 9:00am-3:00pm Move out – 3:00pm-8:00pm		
Vancouver	Fri Mar 01	Setup – 7:00 am – 10:00 am Show – 10:00am-4:00pm Move out – 4:00pm-8:00pm	JW Marriott Parq 39 Smithe St, Vancouver, BC V6B 0R3 <a href="#">Book hotel here</a>	

### FEATURES

- **THE SHOWS!**
- **DISTRIBUTORS** – more than 1,500 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 2024 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, 2023.

Booths will be assigned based primarily on the priority points system for those who submit their application by December 28, 2023, 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 canceling on or after December 15, 2023. 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

One booth space includes:

- 10' x 10' booth,
- Pipes and drapes (8' backwall, 3' sidewall)
- Booth Carpet
- PPPC Support Staff on-site
- Light Lunch in Exhibitors lounge on Show day
- Two non-transferrable exhibitor badges
- Listing in the show guide
- 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. See sponsorship package below. Additional inquiries can be directed to [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. Links to register your booth staff will be posted at a later date on the event website. **PLEASE NOTE - Badges ARE NOT mailed in advance.**

### **Extra Exhibitor Badges**

You will receive two badges for each booth provided. Additional exhibitor badges (for entrance to meals) can be purchased for \$75.00.

### **MATERIAL TRANSPORTATION AND DELIVERY**

It is the exhibitor's responsibility to ship goods to the first show location, as well as from the last registered show location. The transportation of 1 skid/crate per 10' x 10' space, between cities, is included only for exhibitors participating in the five (5)-city TOPS+ 2024 tour.

The maximum dimensions of said skid/crate is 4' x 4' x 4' or 64 cubic feet. Any shipment exceeding these dimensions will be charged an "additional freight fee" as outlined below, at the discretion of the show logistics and transportation manager. If you require your goods to be shipped between cities, the "additional freight fee" will apply.

Invoices for additional freight charges will be issued at the conclusion of the tour and must be paid within ten (10) business days of receipt.

**Recall Show 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.

Recall is owned and operated by Rob McCall, PPPC's contracted floor manager. Exhibitors should make advance arrangements directly through Recall Show Services.

Rob McCall  
Recall Show Services  
Phone: 416-509-6103  
Email: [rmccall@rogers.com](mailto:rmccall@rogers.com)

### **Additional Freight Charges**

The following restrictions apply for each 10' x 10' booth. No exceptions will be made.

Additional fees will be charged if any of the following apply:

- Your skid is over and above your booth allotment; and/or
- You choose NOT to exhibit in the full tour AND have PPPC transport your materials to your next exhibiting city

Route	Reg Rate Crate size 4 X 4 X 4 (64 cu ft)	Extra large/ oversize
Montreal to Toronto	\$400.00	\$800.00
Toronto to Winnipeg	\$600.00	\$1,200.00
Winnipeg to Calgary	\$500.00	\$1,000.00
Calgary to Vancouver	\$500.00	\$1,000.00

### **Shipping to Your First City**

It is the exhibitor's responsibility to make arrangements for the shipment of their materials to the first scheduled show of the tour. Please coordinate shipment details with Recall Show Services.

All goods must be labeled clearly identifying the exhibitor and exhibiting show city location/(s). Contact Rob McCall at 416-509-6103 or [rmccall@rogers.com](mailto:rmccall@rogers.com) to arrange your first and final pick-up.

Shipments delivered by other carriers can unload only after PPPC trucks vacate the loading docks. This may result in extra charges for you. If using the services of a carrier other than Recall Show Services, please coordinate your shipment to arrive at above mentioned sites on the morning of the set-up. Please note that an exhibit site may refuse early shipments or charge for storage. If in doubt, contact Rob McCall for earliest possible shipment dates.

### **Advance Warehouse**

Recall offers an advance warehouse if you must ship early. Please contact Rob McCall, Recall Show Services, to make advance warehouse shipping arrangements.

### **Shipping Liability**

PPPC and its directors, officers, members and contractors are not liable to you for any delay, loss or physical damage that is caused to any goods that you choose to ship with the show carrier. It is your responsibility to ensure you have adequate insurance for your goods. See PPPC's Show Rules & Regulations for more information on liability and insurance.

### **Canada Customs**

Goods being imported into Canada for display only qualify for duty-free importation under the provision of Tariff item No. 9993.00.00 and full GST relief under Special Authority Code 51. Please contact Jeff Davis of North American Logistics Services by email at [jdavis@nalsi.com](mailto:jdavis@nalsi.com) or by phone 855.328.2841 or your personal Customs Broker for more information.

### **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.

### **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 [2024 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 be subject to cleaning fees and rebilled back to exhibitors.

**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, 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 PPPC by January 15, 2024. Please send copies to [connie@pppc.ca](mailto:connie@pppc.ca).**

**CONTACT US****EVENT CONTACTS****Events Manager**

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

**Events Coordinator**

Connie Barbon – PPC Events Coordinator  
 Phone: 1-866-450-7722  
[connie@pppc.ca](mailto:connie@pppc.ca)

**SAGE**

Show Event Services  
[ses@sageworld.com](mailto:ses@sageworld.com)

**SHIPPING, LOGISTICS & FLOOR MANAGER**

RECALL Trade Show Logistics  
 Rob McCall, President  
 Phone: 1-416-509-6103  
 Email: [rmccall@rogers.com](mailto:rmccall@rogers.com)

**EXHIBITOR ORDER CONTACT**

CITY	SHOW SERVICES/RENTALS	AV/ELECTRICAL
Montreal	<b>GES</b> 1.877.437.4247 <a href="mailto:torontocl@ges.com">torontocl@ges.com</a> <a href="#">ORDER HERE</a>	<b>St-Martin Electrique</b> <a href="mailto:congres@stmartinelectrique.ca">congres@stmartinelectrique.ca</a> (450)687-8012 <a href="#">PRINT FORM HERE</a>
Toronto	<b>GES</b> 1.877.437.4247 <a href="mailto:torontocl@ges.com">torontocl@ges.com</a> <a href="#">ORDER HERE</a>	<b>Encore Global Sales Team</b> Tel: 905 470-8500 ext. 2113 <a href="mailto:HTMSSales-ca@encoreglobal.com">HTMSSales-ca@encoreglobal.com</a> <a href="#">PRINT FORM HERE</a>
Winnipeg	<b>Central Display</b> 204-237-3367 <a href="mailto:info@centraldisplay.ca">info@centraldisplay.ca</a> <a href="#">PRINT FORM HERE</a>	<b>AV - Encore</b> <a href="mailto:Justin.Lancaster@encoreglobal.com">Justin.Lancaster@encoreglobal.com</a> <b>Electricity – RBC Convention</b> <a href="#">ORDER HERE</a>
Calgary	<b>Global Convention Services Ltd.</b> Phone: 403-273-8064 <a href="mailto:Calgary@globalconvention.ca">Calgary@globalconvention.ca</a> <a href="#">PRINT FORM HERE</a>	<b>AV - Encore</b> Doug Jewell 403.261.8591, <a href="mailto:doug.jewell@encoreglobal.com">doug.jewell@encoreglobal.com</a> <b>for Electricity contact Global Convention Services LTD</b>
Vancouver	<b>Show in Motion</b> Phone: 604-599-1440 Email: <a href="mailto:orders@showinmotion.com">orders@showinmotion.com</a>	<b>Encore</b> <a href="mailto:jordan.white@encoreglobal.com">jordan.white@encoreglobal.com</a> 604-230-3828 <a href="#">PRINT FORM HERE</a>

**HOTEL ACCOMODATIONS****Montreal**

Sheraton Laval Hotel  
 Hotel group rate: \$199 CAD per night  
[Book Hotel Here](#)  
 (450) 687-2440 ; 1-800-667-2440

**Toronto**

Hilton Toronto Markham  
 Hotel group rate: \$179 CAD per night  
[Book Hotel Here](#)  
 Phone: 905-470-8500 Toll Free: 1-800-445-8667

**Winnipeg**

Delta Hotels Winnipeg  
 Hotel group rate: \$209 CAD per night

[Book Hotel Here](#)

Phone: 204-944.7283  
 Toll Free: 1-844-294-7309

**Calgary**

Calgary Marriott Downtown Hotel  
 Hotel group rate: \$229 CAD per night  
[Book Hotel Here](#)  
 Phone: 403-266-7331 Toll Free: 1-800-228-9290

**Vancouver**

JW Marriott Parq  
 Hotel group rate: \$349 CAD per night  
 Phone: 403-266-7331 Toll Free: 1-800-228-9290  
[Book Hotel Here](#)