



# PPPC NATCON 2024 EXHIBITOR GUIDE

**PLEASE REVIEW THIS IMPORTANT DOCUMENT IN ITS ENTIRETY**

## FACTS

<b>CONVENTION DATES</b>	Monday September 9, 2024 – Wednesday September 11, 2024
<b>TRADE SHOW DATES</b>	Tuesday September 10, 2024 – Wednesday September 11, 2024
<b>EVENT NAME</b>	PPPC National Convention 2024 (NATCON 2024)
<b>TRADE SHOW LOCATION</b>	<a href="#">The International Centre</a> , Hall 1 6900 Airport Rd, <i>Mississauga</i> , ON L4V 1E8
<b>HOST HOTEL</b>	Hilton Toronto Airport 5875 Airport Rd, Mississauga, ON L4V 1N1 Rates start at \$199 per room (September 7 – 11, 2024) <b>Booking Deadline: August 8, 2024</b> <a href="#">NATCON Hilton Airport Hotel Link</a>

<b>SHUTTLE SERVICE</b>	A scheduled shuttle service will be provided between the Hilton Toronto Airport Hotel and the International Centre.
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## FEATURES

- **THE SHOW!** – Over 100 Suppliers in a 180+ booth trade show featuring this year’s hottest promotional products.
- **DISTRIBUTORS** – close to than 1,100 Distributors (attendees) from 430+ companies; members
- **CLIENT DAY** - An estimated 1,000 clients will visit on Day Two of the show. Great added value for PPPC Exhibitors.
- **BOOTH PRICE** – Industry competitive and includes piping & drapes, booth carpet and material handling, post-show Distributor list.
- **Sponsorship, Advertising, Branding, Product Placement** galore! To discover the many opportunities available to make your brand stand out among others during our industry’s BIGGEST event of the year, email [katrina@pppc.ca](mailto:katrina@pppc.ca)
- **2024 PPPC Awards** – Join us as we celebrate our industry’s excellence. There is a Networking After-Party at the same location following the 2024 PPPC Awards! A must-attend for everyone.
- **FREE – Refreshments** – Available in the Exhibitor’s Lounge.
- **FREE - Professional Development** – Designed to help you elevate your business game and grow your networks.

**So much more for you to experience at NATCON 2024. We look forward to seeing you soon!**

**SCHEDULE at a GLANCE**

<b>Monday, September 9</b>	Supplier Sip & See Tours - Exclusive to PPPC distributor members only (\$25 + HST). ), this tour enables distributors to go behind the scenes and visit three PPPC supplier offices/operations in the GTA. Bus included to and from NATCON host hotel (Hilton) and light packaged lunch. Parking not included for local members.	<b>9:00 AM - 2:30 PM</b>
	<b>EXHIBITOR MOVE IN</b> , International Centre (IC) Hall 1	<b>Noon - 7:00 PM</b>
	Exhibitor Registration at the International Centre (IC) Hall 1 Foyer	<b>Noon - 5:00 PM</b>
	Networking event- Location TBD	<b>7:00 PM -11:00PM</b>
<b>Tuesday, September 10</b>	Coffee & Conversation: Sustainability Framework Masterclass Facilitated by Heidi Reimer-Epp (Botanical PaperWorks, PPPC Past Chair), International Centre (room - TBC)	<b>8:30 AM - 9:30 AM</b>
	Registration at the International Centre (IC) Hall 1 Foyer	<b>9:45 AM - 3:00 PM</b>
	<b>Ribbon Cutting Ceremony</b>	<b>9:45 AM - 9:00 AM</b>
	<b>TRADE SHOW - DAY 1</b> The International Centre - Hall 1	<b>10:00 AM - 4:00 PM</b>
	Pre-Awards Cocktail Reception 2024 PPPC Awards Ceremony & Networking After Party (directly following awards ceremony) The Vue and Royal Woodbine Golf Club's Clubhouse Event Space- 195 Galaxy Blvd, Etobicoke, ON	<b>6:00 PM - 7:00 PM</b> <b>7:00 PM - 11:00 PM</b>
<b>Wednesday, September 11</b>	Registration at the International Centre (IC) Hall 1 Foyer	<b>9:45 AM- 3:00 PM</b>
	<b>TRADE SHOW - DAY 2</b> The International Centre - Hall 1	<b>10:00 AM - 3:00 PM</b>
	<b>Distributor Client Day</b>	<b>10:00 AM- 3:00 PM</b>
	<b>EXHIBITOR MOVE OUT</b> , International Centre (IC) Hall 1	<b>3:00 PM- 8:00 PM</b>

## PPPC 2024 NATCON Exhibitor Guide

All forms and current event information can be found at <https://natcon.pppc.ca/>

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### EXHIBIT SPACE APPLICATION & CONTRACT

**EXHIBIT SPACE APPLICATIONS** WILL BE PROCESSED ONLY IF ACCOMPANIED BY THE BOOTH DEPOSIT (50% of THE TOTAL EXHIBIT FEE) BALANCE DUE BY AUGUST 1, 2024.

Booths will be assigned based primarily on the priority points system for those who submit their application by June 30, 2024, 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 after June 30, 2024, all monies paid to date are non refundable. 100% of booth fees are payable if cancelled on or after August 1, 2024. All cancellations must be done in writing and emailed to [katrina@pppc.ca](mailto:katrina@pppc.ca).

### INCLUSIONS

**RE: Material handling, black booth carpet, drape, aisle carpet, visitor reports.**

**IMPORTANT** – Booth carpet provided. Should carpet not be required, please inform the event organizers at [katrina@pppc.ca](mailto:katrina@pppc.ca). Colored carpet or underpadding can be ordered from GES at your personal expense.

Your goods will be at your booth by 12:00 pm, for set up by your team, on September 9, 2024 if shipped via RECALL

**Booth set-up hours:** Monday, September 9 from Noon to 7:00 PM.

### EXCLUSIONS

The following are not included in the cost of exhibiting at NATCON 2024. Order and service forms are posted on the 2024 NATCON website.

- Electrical power, Rental Lighting, Sign and Banner installation (please contact **Showtech**)
- Booth vacuuming,
- Internet access in your booth,
- Furniture rentals, and
- Lead retrieval devices

### SPONSORSHIP PROGRAM

PPPC offers several exciting, comprehensive, and exclusive SPONSORSHIP, BRANDING, VISIBILITY, ADVERTISING AND PRODUCT PLACEMENT opportunities to increase your brand awareness during NATCON 2024. Please send any inquiries to [katrina@pppc.ca](mailto:katrina@pppc.ca) or 204-975-8209.

## **MOVE-IN AND SET-UP**

### **EXHIBITOR MOVE-IN:**

Monday, September 9, from 12:00 – 7:00

### **Third Party Contractors**

Members who use third party contractors must fill out the [Third Party Authorization Form](#). These independent third 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 also be pre-registered.

### **Your Booth Staff**

Exhibitors must pre-register booth staff. Registration, service, and order forms are available at [2024 National Convention site](#). **Badges ARE NOT mailed in advance**. Self-scanning badge printing stations will be set up in the Foyer in Hall 1 of the International Centre during NATCON 2024. Badges must be worn at all times for set up booths.

**All accounts with an outstanding balance must be cleared by August 1, 2024, in order to exhibit.**

## **MATERIAL TRANSPORTATION AND DELIVERY**

**RECALL Logistics is the recommended transportation broker.** We recommend that you use RECALL 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.

**Rob McCall** at 416-509-6103 or: [rmccall@rogers.com](mailto:rmccall@rogers.com)

### **Shipment to show site directly must be labeled as follows:**

PPPC National Convention – September 9 – 11, 2024  
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.

### **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 September 6, 2024!** Advance shipping can be arranged through Recall Show Services. Contact Rob at 416-509-6103 or [rmccall@rogers.com](mailto: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 7:00 PM. RECALL will ship your goods to your address, apply their published rates and deliver them to you for C.O.D. receiving.**

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

Empty boxes and crates will be brought to you after 3:00 PM on Wednesday, September 11, 2024. 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 8:00 PM on Wednesday, September 11, 2024.**

**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 [2024 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 any person under the age of 16 on the show floor 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 no later than August 11, 2024. Please send copies to [connie@pppc.ca](mailto:connie@pppc.ca).**

Exhibitors can make personal arrangements for extra security at their booth by contacting [katrina@pppc.ca](mailto:katrina@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**

Connie Barbon- PPPC  
Events Coordinator  
Phone: 1-866-450-7722, ext. 204  
[connie@pppc.ca](mailto:connie@pppc.ca)

### **Shipping, Logistics & Floor Manager**

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

[info@internationalcentre.com](mailto:info@internationalcentre.com)  
905-677-6131

### **Hilton Toronto Airport**

5875 Airport Rd, Mississauga, ON L4V 1N1  
905-677-9900

### **SAGE**

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

### **NORTH AMERICAN LOGISTIC SOLUTIONS**

#### **Customs Broker**

Keith Mullins – trade show contact  
Phone: 905-951-1612  
Email: [kmullins@nalsi.com](mailto:kmullins@nalsi.com)