



PPPC NATCON 2024 EXHIBITOR GUIDE

PLEASE REVIEW THIS IMPORTANT DOCUMENT IN ITS ENTIRETY

FACTS

CONVENTION DATES	Monday September 9, 2024 – Wednesday September 11, 2024
TRADE SHOW DATES	Tuesday September 10, 2024 – Wednesday September 11, 2024
EVENT NAME	PPPC National Convention 2024 (NATCON 2024)
TRADE SHOW LOCATION	The International Centre , Hall 1 6900 Airport Rd, <i>Mississauga</i> , ON L4V 1E8
HOST HOTEL	Hilton Toronto Airport 5875 Airport Rd, Mississauga, ON L4V 1N1 SOLD OUT Hilton Garden Inn Toronto Airport 3311 Caroga Drive Mississauga, ON L4V 1A3 Hotel link
SHUTTLE SERVICE	A scheduled shuttle service will be provided between the Hilton Toronto Airport Hotel and the International Centre.

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
- **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

Monday, September 9	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.	9:00 AM - 3:30 PM
	EXHIBITOR MOVE IN , International Centre (IC) Hall 1	Noon – 7:00 PM
	Exhibitor Registration at the International Centre (IC) Hall 1 Foyer	Noon – 7:00 PM
	PPPC & Promo Kitchen Event – Hilton Toronto Airport Hotel Lobby Bar (Pre-registration Required)	8:00 PM -10:00PM
Tuesday, September 10	Registration at the International Centre (IC) Hall 1 Foyer	8:00 AM – 4:00 PM
	Coffee & Conversation: Sustainability Framework Masterclass Facilitated by Heidi Reimer-Epp (Botanical PaperWorks, PPPC Past Chair), International Centre Conference Centre Orion A	8:30 AM – 9:30 AM
	Ribbon Cutting Ceremony	9:45 AM – 10:00 AM
	TRADE SHOW – DAY 1 The International Centre - Hall 1	10:00 AM – 4:00 PM
	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	6:00 PM – 7:00 PM 7:00 PM – 11:00 PM
Wednesday, September 11	Registration at the International Centre (IC) Hall 1 Foyer	8:30 AM– 3:00 PM
	TRADE SHOW – DAY 2 The International Centre – Hall 1	10:00 AM – 3:00 PM
	Distributor Client Day	10:00 AM– 3:00 PM
	EXHIBITOR MOVE OUT , International Centre (IC) Hall 1	3:00 PM– 8:00 PM

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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.

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. 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 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

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 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.**

Exhibitors can make personal arrangements for extra security at their booth by contacting katrina@pppc.ca

Events Manager

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

Events Coordinator

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

Shipping, Logistics & Floor Manager

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

GES CANADA – Show Decorator

Exhibitor Services Department
Phone: 1-905-283-0500
[GES Order link](#)

Encore – Internet & Telephone

Tel: 905-678-5120
Email: TICC@EncoreGlobal.com
Website: www.encore-can.com

ShowTech Power & Lighting

Phone: 905-677-9546
Fax: 905-677-8713
[Showtech Order link](#)

The International Centre

info@internationalcentre.com
905-677-6131

Hilton Toronto Airport

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

Hilton Garden Inn Toronto Airport

3311 Caroga Drive
Mississauga, ON L4V 1A3
905-678-0041
[Hotel link](#)

SAGE

Show Registration Event Services
ses@sageworld.com

NORTH AMERICAN LOGISTIC SOLUTIONS

Customs Broker

Keith Mullins – trade show contact
Phone: 905-951-1612
Email: kmullins@nalsi.com