



CERTIFICATE OF INSURANCE GUIDELINES

- 1) Check the box of the corresponding city of 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 connie@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

2025 TOPS+ TOUR

City	Dates	Setup/Move-out & Show hours	Show Venue
<input type="checkbox"/> Montreal	Feb 10, 2025	Setup – 12:00pm-6:00pm	Sheraton Laval 2440 Laurentian Autoroute, Laval, QC
	Feb 11, 2025	Show – 9:00am-3:00pm Move out – 3:00pm-8:00pm	
<input type="checkbox"/> Toronto	Feb/12	Setup – 12:00pm-6:00pm	
	Feb/13	Show – 9:00am-3:00pm Move out – 3:00pm-8:00pm	
<input type="checkbox"/> Winnipeg	Feb/19	Setup – 12:00pm-6:00pm	RBC Convention Centre 375 York Ave, Winnipeg, MB
	Feb/20	Show – 9:00am-3:00pm Move out – 3:00pm-8:00pm	
<input type="checkbox"/> Calgary	Feb/23	Setup – 12:00pm-6:00pm	Westin Calgary Airport Hotel 671 Aero Dr NE, Calgary, AB T2E 7Y5
	Feb/24	Show – 9:00am-3:00pm Move out – 3:00pm-8:00pm	
<input type="checkbox"/> Vancouver	Feb/26	Setup – 12:00pm-6:00pm	Vancouver Convention Centre East Exhibit Hall A 1055 Canada Pl, Vancouver, BC V6C 0C3
	Feb/27	Show – 9:00am-3:00pm Move out – 3:00pm-8:00pm	