

PPPC TOPS+ 2026 EXHIBITOR GUIDE

PLEASE TAKE CAREFUL NOTE OF THE INFORMATION BELOW

INTRODUCTION

TOPS+2026 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	Registration Link
Vancouver	Mon, Feb 09	Setup – 12:00pm-6:00pm	Vancouver Convention Centre East Exhibit Hall A 999 Canada Pl #300, Vancouver, BC V6C 3B5	Pan Pacific Vancouver 999 Canada Pl #300, Vancouver, BC V6C 3B5 Vancouver Hotel Link Book by Jan 10	Vancouver Supplier Link
	Tue, Feb 10	Show – 9:00am-3:00pm			
		Move out – 3:00pm-8:00pm			
Calgary	Wed, Feb 11	Setup – 2:00pm-7:00pm	Westin Calgary Airport Hotel 671 Aero Dr NE, Calgary, AB T2E 7Y5 Calgary Hotel link Book by Jan 8	Calgary Supplier link	
	Thu, Feb 12	Show – 9:00am-3:00pm			
		Move out – 3:00pm-8:00pm			
Winnipeg	Wed, Feb 18	Setup – 12:00pm-6:00pm	RBC Convention Centre 375 York Ave, Winnipeg, MB	Delta Hotel Winnipeg 350 St Mary Ave, Winnipeg, MB Winnipeg Hotel Link Book by Jan 16	Winnipeg Supplier Link
	Thu, Feb 19	Show – 9:00am-3:00pm			
		Move out – 3:00pm-8:00pm			
Montreal	Mon, Feb 23	Setup – 12:00pm-6:00pm	Sheraton Laval 2440 Laurentian Autoroute, Laval, QC Montreal Hotel Link Book by Jan 21	Montreal Supplier Link	
	Tue, Feb 24	Show – 9:00am-3:00pm			
		Move out – 3:00pm-8:00pm			
Toronto	Wed, Feb 25	Setup – 12:00pm-6:00pm	The International Centre Conference Centre Orion A 6900 Airport Rd, Mississauga, ON L4V 1E8	Courtyard by Marriott Toronto Airport 231 Carlingview Dr. Toronto, ON M9W 5E8 Toronto Hotel Link Book by Jan 23	Toronto Supplier Link
	Thu, Feb 26	Show – 9:00am-3:00pm			
		Move out – 3:00pm-8:00pm			

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 info@pppc.ca.

PPPC 2026 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, 2025.

Booths will be assigned based primarily on the priority points system for those who submit their application by December 28, 2025, the date of submission, size of booth and competitive lines will also be considered.

Booth specifications and limitations form part of the show rules and will be strictly enforced. Exhibitors must ensure their displays comply with sightline regulations, height allowances, and booth size restrictions. Detailed booth specifications can be found on the website here: [PPPC Booth Specs & Limitations](#)

Cancellation Policy: The deposit is non-refundable. PPPC members who cancel in writing by December 15, 2025 will receive a refund of fees paid, minus the deposit and a \$200 administration fee. No refunds will be issued after December 15, 2025. All cancellation notices must be submitted in writing to connie@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 for max 2 booth attendees per 10x10 at 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 connie@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.

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 Jonathan@pppc.ca.

MOVE-IN AND SET-UP / TEAR-DOWN AND MOVE-OUT

IMPORTANT – ALL exhibitors need to wear High Visibility Vests on site for set up and tear down for the Vancouver show.

Third Party Contractors

Members who use third party contractors must fill out the **Third-Party Authorization Form**. These independent 3rd 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. Empty boxes and crates will be brought to you after the designated show end time.

Please review the Vancouver Manual for those participating in the Vancouver tops show.

WARNING: EXHIBITORS TEARING DOWN THEIR BOOTHS BEFORE CLOSING WILL BE INVOICED A FINE IN THE AMOUNT OF THE COST OF THEIR BOOTH.

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+ 2026 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

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
Vancouver to Calgary	\$500.00	\$1,000.00
Calgary to Winnipeg	\$500.00	\$1,000.00
Winnipeg to Montreal	\$600.00	\$1,200.00
Montreal to Toronto	\$400.00	\$800.00

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 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 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.

SHOW RULES AND REGULATIONS

All Trade **Show Rules & Regulations** are posted on the PPPC Events website under [Events/Rules](#) and form an integral part of your booth contract. Please review them carefully to ensure your booth is in full compliance. 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 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 December 15, 2025. Please send copies to connie@pppc.ca.**

EXHIBITOR ORDER CONTACT AND LINKS

CITY	SHOW SERVICES/RENTALS	AV/ELECTRICAL
Vancouver	<p>Show in Motion Phone: 604-599-1440 Email: orders@showinmotion.com Show in Motion Order form</p>	<p>Electrical/ Rigging/Wi-Fi/Internet Online Ordering portal - Vancouver Convention Centre Deadline for the Advance Rate discount: Jan 19, 2026</p>
Calgary	<p>GES 1.877.437.4247 torontocl@ges.com</p> <p>Discounted Pricing ends Jan 28 GES Order Link - Calgary</p>	<p>AV/Electricity - Encore Christine King Sales Coordinator @ The Westin Calgary Airport Christine.King@encoreglobal.com AV Order form</p>
Winnipeg	<p>Central Display 204-237-3367 info@centraldisplay.ca</p> <p>Central Display Order link</p>	<p>AV – Encore Justin.Lancaster@encoreglobal.com Order Form – Encore</p> <p>Electricity/Internet – RBC Convention Order link</p>
Montreal	<p>GES 1.877.437.4247 torontocl@ges.com</p> <p>Discounted pricing ends Feb 10 GES Order Link - Montreal</p>	<p>St-Martin Electrique congres@stmartinelectrique.ca (450)687-8012 Order Form</p>
Toronto	<p>GES 1.877.437.4247 torontocl@ges.com</p> <p>Discounted pricing ends Feb 12 GES Order Link - Toronto</p>	<p>ShowTech Power & Lighting Phone: 905-677-9546 Fax: 905-677-8713 Order link</p> <p>Encore – AV & Internet & Rigging Tel: 905-678-5120 Email: TICC@EncoreGlobal.com Website: www.encore-can.com Onsite Technical Support 416-434-7875 Order link</p>

EVENT CONTACTS

Event Coordinator

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

SAGE

Show Event Services
ses@sageworld.com

SHIPPING, LOGISTICS & FLOOR MANAGER

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

HOTEL ACCOMODATIONS AND BOOKING LINKS

Vancouver

Pan Pacific Vancouver
Hotel group rate: \$293 CAD per night
999 Canada Pl #300,
Vancouver, BC V6C 3B5
[Vancouver Hotel Link](#)

Calgary

Westin Calgary Airport Hotel
Hotel group rate: \$239 CAD per night
671 Aero Dr NE, Calgary, AB T2E 7Y5
[Calgary Hotel link](#)

Winnipeg

Delta Hotels Winnipeg
Hotel group rate: \$239 CAD per night
Phone: 204-944.7283 Toll Free: 1-844-294-7309
[Winnipeg Hotel Link](#)

Montreal

Sheraton Laval Hotel
Hotel group rate: \$219 CAD per night
(450) 687-2440; 1-800-667-2440
[Montreal Hotel Link](#)

Toronto

Courtyard by Marriott
Hotel group rate: \$165 CAD per night
231 Carlingview Dr. Toronto, ON M9W 5E8
[Toronto Hotel Link](#)