

CHECK LIST & ORDER FORM DEADLINE GUIDE*

*To help PPPC plan efficiently, please respect the deadlines below. However, if more time is needed we may be able to accommodate. Deadlines established by the vendors CANNOT be modified.



SAVE TIME, AGGRAVATION AND MONEY! FINALIZE YOUR ARRANGEMENTS BEFORE THE PRESCRIBED DEADLINES

ACCOMMODATION & TRAVEL	DEADLINE	<input checked="" type="checkbox"/>
TORONTO AIRPORT MARRIOTT - HOST HOTEL (\$144 per room, per night)	January 18, 2017 (Pending availability)	
COURTYARD TORONTO AIRPORT HOTEL - ALTERNATE HOTEL (\$137 per room, per night) - Click here to book a room with 2 queen-size beds - Click here to book a room with 1 king-size bed and 1 sofa bed	January 18, 2017 (Pending availability)	
TRAVEL ARRANGEMENTS		
PPPC 2017 NATIONAL TRADE SHOW (shows@pppc.ca)		
EXHIBITOR GUIDE	-	
BOOTH RESERVATION & PAYMENT CONTRACT	ASAP	
BOOTH STAFF REGISTRATION	February 9, 2017	
MANDATORY LIABILITY INSURANCE CERTIFICATE - click here to download form Indicate show dates and International Centre as additional insured	February 3, 2017	
FIRE REGULATION	-	
FOOD SAMPLING FORM	January 9, 2017	
PROMOTIONAL OPPORTUNITIES – (gladys@pppc.ca)		
SHOW GUIDE ADVERTISING - (tiffany@pppc.ca)	December 13, 2016	
SPONSORSHIP OPPORTUNITIES - (gladys@pppc.ca)	ASAP	
RENTALS		
CARPET / UNDERPAD (click here to order online) Custom color only. Black booth carpet included with booth	January 19, 2017	
FURNISHINGS - TABLES, CHAIRS... (click here to order online)	January 19, 2017	
ACCESSORIES - EASELS, PLANTS, CLOTHING RACKS... (click here to order online)	January 19, 2017	
TURN KEY BOOTH STRUCTURES AND ACCESSORIES (click here to order online)	January 19, 2017	
LEAD RETRIEVAL	January 27, 2017	

SERVICES AND LABOUR	DEADLINE
<u>ELECTRICAL POWER, LIGHTING & SIGNAGE INSTALLATION</u> (click here to order online)	January 30, 2017
<u>CLEANING SERVICES</u> - pre-show vacuuming included with booth (click here to download form)	February 6, 2017
<u>SIGNS & GRAPHICS</u> (click here to order online)	January 19, 2017
<u>LABOUR</u> - INSTALLATION & DISMANTLING (click here to order online)	January 19, 2017
<u>INTERNET FOR YOUR BOOTH</u>	January 11, 2017
FOOD AND BEVERAGE (EXHIBITOR CATERING) - <u>CATERING MENU</u> - <u>CATERING ORDER FORM</u>	January 30, 2017
PHOTOGRAPHY SERVICE - Image Commission 905-326-3401 ext 415	February 11, 2017
SHIPPING & CUSTOMS INFORMATION	
SHIPPING - Rob McCall - 416-509-6103 - rmccall@rogers.com Contact Rob concerning the caravan between Las Vegas and Mississauga Contact Rob for advance warehousing for the 2017 National Convention	ASAP
<u>CUSTOMS BROKERAGE SERVICES</u> - email kmullins@nalsi.com for more info <u>CUSTOMS CANADA RECOGNITION LETTER</u> If attending from outside of Canada, we recommend you bring a copy of the Customs Canada Recognition letter with you to present at Customs Canada, if need be.	
FREE PARKING AT THE INTERNATIONAL CENTRE!	

For further information contact shows@pppc.ca or call 514-489-5359 ext. 39 or 1-866-450-7722