

SAVE \$\$\$! Finalize your arrangements before these deadlines.

*** Order and service forms listed below can be downloaded from the members lounge at www.pppc.ca
User name and password required ***

ACCOMMODATION & TRAVEL	DEADLINE	<input checked="" type="checkbox"/>
FLIGHT ARRANGEMENTS		
HOTEL X TORONTO (REGISTRATION COMING SOON)	August 15, 2017	
PPPC TRADE SHOW (shows@pppc.ca)		
EXHIBIT SPACE APPLICATION & PAYMENT CONTRACT	ASAP	
MANDATORY LIABILITY INSURANCE CERTIFICATE - (Rider must indicate show date & Beanfield Centre or pppc as add insured)	August 11, 2017	
LUNCH RELIEF	August 11, 2017	
CUSTOMS LETTER - (for U.S. Suppliers)	N/A - Bring printed copy	
BADGE REGISTRATION	ASAP	
LEAD RETRIEVAL - (Info will be sent via email)	-	
BEANFIELD CENTRE		
ELECTRICITY - Order online	August 29, 2017	
INTERNET - Free Wi-Fi at Beanfield Centre	-	
BALLOON WAIVER	September 1, 2017	
FOOD SAMPLING FORM	September 1, 2017	
EXHIBITION PLACE GROUNDS MAP	-	
GES RENTALS (see www.pppc.ca for online ordering instructions)		
TABLES, FURNISHINGS, ACCESSORIES, BOOTH STRUCTURES, SIGNS & DIGITAL GRAPHICS, LABOUR - INSTALLATION & DISMANTLING (Note: Ballroom B is carpeted)	August 21, 2017	
SHIPPING		
Rob McCall, the logistics and floor manager will be on-site in every city to assist with your shipping questions. He can be reached at rmccall@rogers.com or 1-416-509-6103.	ASAP	
For further information contact Mara Welch at shows@pppc.ca or call 514-489-5359 ext 39.		