

2017 EXHIBITOR'S GUIDE

GENERAL EXHIBITING INFORMATION

City	SHOW SITE	Hall	Set-up	Show Hours
Vancouver	Vancouver Convention Centre East 999 Canada Place Vancouver, BC V6C 0C3	East Hall B	Tuesday September 5 3 - 7pm	Wednesday, September 6, 2017 Distributor & Client hours: 10:00 – 4:00 (Tear-down: 4:00pm – 9:00pm)
Toronto	Beanfield Centre (formerly Allstream) 105 Princes' Blvd, Exhibition Place Toronto, ON M6K 3C3	Ballroom B	Wednesday September 13 1 - 7pm	Thursday, September 14, 2017 Distributor & Client hours: 10:00 – 4:30 (Tear-down: 4:30pm – 9:30pm)
Montreal	Plaza Volare / Crowne Plaza Montréal Airport 6600 Côte-de-liesse Montréal, H4T 1E3	Plaza Volare	Sunday September 17 3 - 7pm	Monday, September 18, 2017 Distributor & Client hours: 10:00 – 4:00 (Tear-down: 4:00pm – 9:00pm)

Calgary	For 2017, PPPC is working with Imprint Canada for the September Calgary show. Please visit www.imprintcanada.com to sign up and for show details.
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INCLUSIONS

A single booth space measures 10' x 10' and includes:

- Pipes & drapes (8' backwall, 3' sidewall), and booth carpet
- **Limited transportation between cities** (see *SHIPPING SHOW MATERIALS & ADDITIONAL FREIGHT CHARGES* below)
- Material handling (*drayage from loading dock to booth*)
- Lunch in the exhibitor lounge
- Booth sitting for 20 minutes between 11:30 am and 2pm (*upon request for those alone in booth*)
- Overnight security service
- Overnight vacuuming before show opening
- Shuttle service between host hotel and show site in Toronto
- Online registration, computerized on site registration, attendance reports and distributor contact lists
- PPPC staff support on-site
- **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**.

EXCLUSIONS

- **Tables and furniture rentals**
- Excess freight (*oversized skids and/or if cities on tour are skipped*)
- Electrical / power supply
- Internet access
- On site booth labor
- Lead retrieval
- Carpet under pad
- Breakfast on show sites
- Travel and accommodations

Note: All rentals and services **MUST BE ordered directly** with the service providers. Please visit the Exhibitors section of the TOPS+ 2017 website for order forms per city.

CANCELLATION POLICY

Members: In the event of a cancellation, an administrative fee of **\$100 plus tax** for each **10 X 10** space rented will apply **for any cancellation made 30 days or more** prior to the opening of the first show of the tour. **NO refunds or credits** will be given for booth space(s) cancelled **29 days or less** prior to the opening of the Vancouver show.

Subscribers: NO REFUNDS OR CREDITS ON CANCELLATIONS AT ANY TIME

SHIPPING SHOW MATERIALS - read carefully

It is exhibitor's responsibility to ship his/her goods to his/her first show location, as well as from his/her last registered show location. The transportation of 1 skid/crate per 10' x 10' space, between cities, between the exhibitor's registered cities is included in the single booth fee. The PPPC will be covering the transport of allowable freight from Vancouver to Calgary for those who have signed up for Vancouver and Toronto. Those not continuing on the tour to Toronto will be responsible for their transport costs to Calgary. 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 extra freight fee**, at the discretion of Rob McCall; show logistics and transportation manager, at the conclusion of the tour.

Additional Freight Charges

The following restrictions apply for each 10' x 10' booth. **No exceptions will be made.**

For skids over and above your booth allotment and/or if you choose **NOT TO exhibit** in certain city(ies) that is/are part of the tour and have PPPC transport your materials to your next exhibiting city, you will be charged as follows:

Members \$485 per extra skid and/or included skids larger than 4 X 4 X 4- Vancouver to Toronto
 \$120 per extra skid and/or included skids larger than 4 X 4 X 4- Toronto to Montreal

Subscribers \$640 per extra skid and/or included skids larger than 4 X 4 X 4- Vancouver to Toronto
 \$160 per extra skid and/or included skids larger than 4 X 4 X 4- Toronto to Montreal

For example, if you are renting one booth in each TOPS+ city, and traveling with 3 skids (1 included 2 additional), members will be invoiced an extra \$240 for transport between Toronto to Montreal, while subscribers will be invoiced \$360.

One or two extra skids can lead to the use of an additional trailer, which the exhibitor must pay for. Often, at the end of a tour, exhibitors are left with a skid full of materials that travels across the country unnecessarily, at their own cost. We will keep a close eye on all shipments. Following the show, all charges will be invoiced automatically for ALL shipments that exceed the above specifications. Taxes will be added extra. **NO EXCEPTIONS WILL BE MADE.**

Please contact Rob McCall, 416-509-6103, for additional details and information.

TOPS+ Official Logistics Carrier

PPPC uses the services of Recall Show Services for all TOPS+ transportation of goods. Recall is owned and operated by Rob McCall, PPPC's contractual floor manager. Exhibitors can save on shipping by making arrangements directly through Recall Show Services.

Rob McCall

Recall Show Services

Phone: 416-509-6103

Email: rmccall@rogers.com

Promotional Product Professionals of Canada
455 Fénélon Boulevard, Suite 202, Dorval, QC. H9S 5T8

Web: www.pppc.ca ▲ Show E: shows@pppc.ca

T: 514-489-5359 or 1-866-450-7722 ▲ F: 514-904-0350 or 1-800-489-8741

SHIPPING TO YOUR FIRST CITY

It is the exhibitors' responsibility to make arrangements for the shipment of personal materials to their first scheduled show of the tour.

We recommend you make arrangements with Recall Show Services, the official transportation broker.

SHIPPING ADDRESSES – label accordingly: (labels only required for your first stop on the tour)

[Vancouver Label](#) / [Toronto Label](#) / [Montreal Label](#)

VANCOUVER	TORONTO	MONTREAL
PPPC TOPS+ 2017, Event #44691 Vancouver Convention Centre (East) Via East Truck Route (at foot of Howe St.) 999 Canada Place Vancouver, BC V6C 0C3 Deliver as of September 5, 2017 604-647-7299 / Event Mgr: Patria Kishida Exhibitor Name / Booth Number / Cell # Onsite Contact	PPPC TOPS+ 2017 Beanfield Centre, Ballroom B 105 Princes' Blvd, Exhibition Place Toronto, ON M6K 3C3 Deliver September 13, 2017 416-263-3000 Exhibitor Name / Booth Number / Cell # Onsite Contact	PPPC TOPS+ 2017 Plaza Volare (Crowne Plaza Aéroport de Montréal) 6600 ch. Côte-de-Ilesse Montréal, QC H4T 1E3 Deliver as of September 17, 2017 514-735-5150 Exhibitor Name / Booth Number / Cell # Onsite Contact

All goods must be labeled identifying the exhibitor and exhibiting show location as shown above. **We recommend you 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 shipping 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, at 416-509-6103 to make advance warehouse shipping arrangements.

WAIVER

PPPC and its contractors are not liable for plastic or 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.

MOVE-IN / SET-UP / TEAR-DOWN

FOR MOVE-IN, SET-UP DATES AND TIMES, PLEASE FAMILIARIZE YOURSELF WITH THE TOPS+ 2017 WEB PAGE from each city as well as the exhibitor guide. Please note that booth draping will be set-up before your arrival in each location. Spaces will be carpeted.

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 the decorator and/or facility.

BOOTH NUMBERS are assigned based on the Priority Points system and only available two weeks prior to show. Supplier's points are the total of years of membership added to the number of Trade Shows the company exhibited since 1990. Subscribers are assigned last as they do not receive priority points.

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Supplier's points listing and generic floor plans are available at www.pppc.ca. Booth numbers will be posted on the web site after August 19, 2017 and updated regularly.

PLEASE NOTE THAT TOPS+ ONLY OFFERS THE POSSIBILITY OF IN LINE BOOTHS CONFIGURATION. Islands, peninsulas and special configurations are not available, including guaranteed corners.

CANADA CUSTOMS

TOPS+ is a Border to how off-site service therefore, 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.

RULES AND REGULATIONS

Posted in the MEMBER LOUNGE and the SUBSCRIBER LOUNGE of www.pppc.ca, as well as pages 6 – 14 of the Exhibitor Guide, are the rules & regulations. They are an integral part of your booth space application and contract. **It is an exhibiting Supplier's responsibility to ensure all personnel staffing the booth are familiar with the General Rules & Sanctions.**

INSURANCE – MANDATORY

Exhibitors must carry their own personal fire, theft, or other insurance. Show Management shall take cautionary precautions to prevent losses and 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 cause 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 or Broker and request they place a "rider" on your existing policy. Inform your Insurance Company of show locations you are participating in and dates. **This "Certificate of Insurance" must include contractual liability insurance at limits of at least \$1,000,000, also covering third party participants.**

A generic form is available for print, and intended for your insurance provider.

The exhibit site must be listed as "additional insured". The rider must cover the scope of set-up dates, show dates and move out dates.

GENERAL CONTACTS

SHOW MANAGEMENT	Mara Welch	514-489-5359	shows@pppc.ca
REGISTRATION	Mara Welch	514-489-5359	shows@pppc.ca
FLOOR & LOGISTICS	Rob McCall, Floor Manager	416-509-6103	rmccall@rogers.com
SHIPPING	Rob McCall, Recall Show Services	416-509-6103	rmccall@rogers.com
CUSTOM BROKERAGE	North American Logistics Services Inc. Jeff Davis	855.328.2841	jdavis@nalsi.com
VANCOUVER SITE	Vancouver Convention Centre	866-785-8232	
VANCOUVER HOTEL	Coast Coal Harbour Hotel	800-716-6199	(group code <i>CCC-GFC5924</i>)
CALGARY SHOW	Imprint Canada	877-895-7022	feedback@imprintcanada.com
TORONTO SITE	Beanfield Centre (formerly Allstream)	416-263-3000	
TORONTO HOTEL	To be confirmed		
MONTRÉAL SITE	Plaza Volare	514-735-5150	
MONTRÉAL HOTEL	Crowne Plaza Montreal Airport	877-424-4188	(group code <i>PPPC Trade Show</i>)

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TRADE SHOW HEALTH & SAFETY MEASURES

PPPC is committed to ensuring that the show floor is a safe work zone. This requires the cooperation of all involved and compliance to the following Safety Guidelines is required.

SAFETY SIGNAGE has been produced and will be put visible in the various strategic areas of the trade show premises reminding all persons of the necessity to be cautious and take precautionary measures whenever and wherever the necessity arises.



THE FLOOR WILL BE MONITORED and any unsafe or dangerous practice will be stopped. Non compliance of safety based requests will be documented and addressed appropriately, on an individual basis.

WE STRONGLY RECOMMEND THAT APPROPRIATE FOOTWEAR BE WORN. Opened toed shoes and sandals will not be permitted. It is a work zone and we must treat it as such.



CHILDREN UNDER 16 ARE NOT PERMITTED on the show floor during move-in, show hours or move out. Do not bring them to site as helpers as they will not be admitted.

STAY AWAY FROM OVERHEAD WORK. Look for forklifts and trip hazards, especially as you come around a corner! Use a cautious attitude when unloading or walking in high volume work areas. Ask where something is if you don't know. Do not wander the floor. Do what you need to do for your set up to minimize your movements. Hard hats are recommended where exposure to injury is a possibility and gloves can save you from accidental cuts.



SAFETY VESTS: Some facilities may require all set-up personnel to wear safety vests.



MOVE-IN DRAYAGE: PPPC, through its show decorator and/floor manager, takes on the task of material handling goods to and from booths, limiting the number of single deliveries as well as unauthorized persons on the floor.

KEEP AISLES CLEAR: It is every person's responsibility to keep aisles and common areas clear of obstructions and debris so as to allow for safe circulation of people, forklifts and dollies.



NOTIFY SHOW MANAGEMENT: Any irregular or unsafe practice taking place on the show floor must be reported to show management so safety can be assured for everyone.

PROPER EQUIPMENT: Use the proper ladder, tools and equipment to work on the trade show site.



HANDLING of ELECTRICAL OUTLETS: Let the professionals mandated to provide electrical power test your electrical outlets and hook-ups if they require it.

VEHICLES ON SHOW FLOOR: Vehicles that are allowed on the show floor will be considered a privilege that can be retracted by Show Management due to negligence, and not a right. In the interest of keeping the show floor as safe as possible, any vehicle being moved in as part of an exhibit must comply with the following:

- The Battery must be disconnected to avoid electrical contact
- The gas tank must be $\frac{3}{4}$ full and the gas cap must be locked.
- Vehicles must be moved-in and out at times scheduled by show management and overseen by a show management person
- Damage incurred to or caused by any vehicle on the show floor is at the exhibitor's expense.

THIRD PARTY CONTRACTORS: It is the responsibility of the exhibitor to inform their third party contractor of the Health & Safety Measure put in place by PPPC, in accordance with the Occupational Health & Safety Act. Show Management, its employees, contractors and show production partners reserve the right to intercede in any apparent situation involving show floor safety issues.





**DISTRIBUTOR AND CLIENT DAY TRADE SHOW RULES
SPECIFIC RULES AND REGULATIONS
APPLICABLE IN THE PRESENCE OF PROMOTION BUYERS / CLIENTS**

EXHIBITORS / SUPPLIERS

- **SUPPLIERS WHO GENERALLY SELL DIRECT CANNOT USE PPPC SHOWS TO DO SO, WHETHER THE SALE IS TO A CLIENT (END-USER) OF THEIR OWN OR THAT OF A PPPC DISTRIBUTOR MEMBER. THEY MUST REFER ANY CLIENT WHO'S INTEREST IN A PRODUCT COMMANDS FOLLOW-UP TO THE HOST DISTRIBUTOR.**
- **EXHIBITOR BUSINESS CARDS ARE NOT TO BE GIVEN TO INVITED CLIENTS UNDER ANY CIRCUMSTANCE NOR ARE EXHIBITORS ALLOWED TO COLLECT BUSINESS CARDS FROM THEM.** Clients are all invited by a Distributor who will follow-up with them. Exhibitors may exchange business cards with individuals of Distributor companies ONLY. No exceptions.
- Exhibitors may show **line names** and **company names** at booths and on materials distributed at PPPC shows. They cannot display salesmen's specials, sample order forms or special contests for distributors and/or their clients during end users visits.
- **Suggested retail CODED price lists** may be displayed quoted or discussed; net costs or discounts must not be mentioned to clients or distributors accompanying them. This unwritten Industry rule is to be strictly adhered to under PPPC guidelines at PPPC events.
- A supplier who owns and operates a distributorship may exhibit, providing that no distributor personnel work the booth.
- All members of the exhibit staff must comply with GENERAL RULES & REGULATIONS.
- No sale of merchandise of any type is permitted on the show floor.

DISTRIBUTORS / END USERS

- All PPPC Member Distributors and PPPC Member Subscribers may attend the show. Distributor Subscribers are permitted to register two (2) staff members, (including themselves) for free. A cost of \$25 per additional staff member badge is applicable. Qualified non-member distributors may be permitted to attend PPPC shows, from time to time, via a PPPC authorized invitation by a PPPC Member Supplier.
- Member and invited Client pre-registration is done online only and is available in the member lounge of www.pppc.ca. Distributors are responsible for pre-registering their invited clients. The roster online is the source of the registration data base. To add or remove employees, please visit the member lounge of www.pppc.ca and "Roster Online" to perform corrections and modifications.
- Only PPPC members in good standing who have no current outstanding balance of dues and/or other fees will have access to the online registration system, as well as the show floor.
- PROMOTION BUYERS (END USERS/CLIENTS) WEAR A NAME BADGE IDENTIFYING THEM ALONG WITH THE PPPC NUMBER OF THEIR HOST DISTRIBUTOR. Subscribers cannot invite end users to any PPPC Trade Show.
- Should a designated Distributor lounge be provided by Show Management, distributors may use this space to greet clients. Other than apparel worn by a distributor, the displaying of branded merchandise or signage is not permitted in a Distributor Lounge. They should have a hospitality suite/lounge away from registration and the show floor.
- Distributors are prohibited from soliciting other distributors' clients at the show. Distributors who host a client lounge off the show floor have the responsibility of redirecting clients of other distributors who mistakenly walk into their room.
- Should a distributor lounge be available, distributors may use this space for the purpose of greeting and meeting with clients, but branded merchandise or signage of any type is prohibited.
- The Association will provide an electronic client invitation that distributor members can forward to their clients. Clients are admitted only if they have been invited by a distributor member, present a verifying invitation, can identify their host and present a business card. They are allowed to walk the show floor by themselves. It is strongly recommended that the host distributor pre-registers their invited clients.
- Distributors cannot register potential members or suppliers as delegates of their own firm or as guests for the purpose of giving access to the premises as this is considered the unauthorized use of a badge. A penalty for such violation applies automatically.

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PPPC TRADE SHOWS GENERAL RULES, REGULATIONS & SANCTIONS

Permanently posted on www.pppc.ca

1. WHO MAY EXHIBIT

A. SUPPLIER MEMBERS and SUPPLIER SUBSCRIBERS

Exhibit privileges are open to all Supplier Members and Supplier Subscribers who are in good standing with the Association. PPPC shows are primarily designed for Suppliers and Distributors to do business together. If a Supplier cannot exhibit, the company's lines can be featured in their Multi Line Agency's booth but the said supplier is not to work the MLA's booth as other lines in that booth are not of his/her company. Non-exhibiting supplier members or PPPC associate members may not be present on the show floor. Subscribers pay a 30% premium to exhibit.

B. PREMIUM & INCENTIVES MEMBER SUPPLIERS

Premium and Incentive Member suppliers are members that manufacture, import, convert, imprint or otherwise process premium & incentive promotional products or programs and providing premium and incentive services for sale to distributors; or a firm maintaining an affiliate, division or department devoted to this work exclusively. These products, programs and/or services are defined, without limiting their usage, by their principal purposes of Recognizing, Motivating and Rewarding employees and clients. These include:

- P & I merchandise suppliers and manufacturers, importers, converters and imprinters of premium and incentive promotional products or programs.
- P & I wholesalers, manufacturers' representatives, fulfillment houses & full-service incentive houses.
- P & I travel programs and incentive and loyalty programs.

C. ASSOCIATE MEMBERS

Associate Members offer services to other members of the Association and may exhibit; however, since the show's primary purpose is to provide distributors with exposure to promotional products, premiums & incentives and business gift items and to assist them in the sale of such items to promotion buyers, Associate members and Associate subscribers dealing in the following: manufacturing equipment, machinery, parts or materials used in the production of a product, imprinting and decorating equipment and all other similar items may not exhibit. Priority for exhibit space will be given to Supplier members. Associate Members, if they are not exhibiting, cannot walk the show.

D. MULTI-LINE AGENCIES (MLA)

Multi-line Agencies (MLA) may exhibit under their own company name if the suppliers whose lines they will show are not present to exhibit their own product. They provide sales and marketing services to one or more supplier who does their own invoicing. They may exhibit product under their own name only with the following prerequisites:

- May exhibit supplier product lines only if the supplier company is not exhibiting;
- The names of the companies they represent must be clearly indicated below their name;
- They pay a \$100 fee, in addition to their membership fees, towards exhibiting privileges;
- MLAs may exhibit product lines as required under the following conditions:
 - ONLY Member lines can be displayed;
 - Maximum of 2 lines in first booth, 5 lines in 2 booths and 7 lines in 3 booths;
 - Regular booth fees apply;
 - They may man a networking booth at the PPPC Annual Convention.

IMPORTANT NOTES:

- **Companies with exhibiting privileges who choose to forego their right to exhibit at a show cannot attend that specific PPPC trade show under any circumstance.**
- Multi-Line Reps can only attend a PPPC trade show if they are representing one or more Suppliers exhibiting in the said show.
- Every Exhibitor must be current in payment of dues and all other charges invoiced by the PPPC and have executed the exhibitor's contract.

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2. EXHIBITS

Official exhibits are in booths on the exposition floor of the designated convention facility. Exhibitors showing product, soliciting or drawing traffic elsewhere on or around the PPPC premises during show hours will not be permitted and consists of a violation, unless as part of an agreed upon sponsorship opportunity with the PPPC. An exhibiting company may reserve space only for its own use and may not assign or sublet space to other exhibitors.

3. ONE COMPANY'S PRODUCTS PER BOOTH

An exhibitor may exhibit the products of no more than one company in a single standard exhibit booth. The Supplier can only show product that will be invoiced by said supplier. Exhibiting product of affiliate or sister companies, also members, is prohibited. A supplier can show as many lines as sold by the company.

4. SPACE ASSIGNMENT

At PPPC National Convention and TOPS+ only, exhibit space is assigned under a priority point system established by the PPPC, on execution by the exhibitor of the exhibitor's contract and payment of the exhibit fee. Exhibitors may list their booth location preferences on the contract but are not guaranteed specific locations and/or booth configurations. Many factors are taken into consideration while assigning booths and show management reserves the right to place a company's booth anywhere on the show floor that best suits overall considerations. i.e. size, configuration, competition, overall flow, etc.

5. REFUND/CANCELLATION OF EXHIBIT FEE

MEMBERS: In the event of space cancellation by a member exhibitor, the cancellation policy as outlined in the booth contract shall apply.

SUBSCRIBERS: NO refunds, credits or cancellations 24 hrs after registration. No exceptions.

6. OBSERVANCE OF EXHIBIT DAYS AND HOURS

Exhibits shall remain open on every official exhibit day for the full duration of official exhibit hours and shall be closed at all other times. Early tear-down of a booth will automatically result in a penalty.

7. BUSINESS / SOCIAL EVENTS

Members and Subscribers shall not hold Business/Social functions or plant tours to which other Industry participants are invited during official exhibit hours or during hours of Association-sponsored business or social functions, including Chapter held events, without PPPC authorization. Any member or subscriber sponsored business, social function or plant tour to which other members are invited shall not begin during or extend into official exhibit hours or hours of association-sponsored business or social events, without PPPC authorization.

8. SPACE FORFEITURE

Exhibit space not occupied by the exhibitor by the end of set up schedule shall be forfeited by the exhibitor and the space reassigned by the Association without refund, unless arrangements for delayed occupancy have been approved by Show Management. Distributor attendee lists will not be provided to suppliers who forfeit their space.

9. SIGNS, ADVERTISING, VISIBILITY

Exhibitors can show line names and/or company names only at booths. No signs, advertising devices or representation shall be displayed outside exhibit space. Nothing shall be posted, tacked or otherwise attached to columns, walls, floors or other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor. Exhibitors shall not distribute or display products, circulars, catalogues or publications outside the confines of the exhibit areas. They shall not

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congregate or solicit trade in the aisles, and no exhibitor shall conduct himself in a manner offensive to decency or good taste.

10. CONTACT INFORMATION ON ADVERTISING MATERIAL / CATALOGUES

Catalogs can only show line names and/or company names and/or Association membership number. PPPC does not prohibit the publication of web addresses on supplier catalogues; however, in the spirit of cooperation, we recommend that the established and accepted structure of our association be followed, that of Supplier-Distributor-Promotion Buyer, on web sites.

11. DISTRIBUTION OF BUSINESS CARDS

Suppliers may exchange business cards with all members and subscribers of distributor companies, voting members and their staff. At the PPPC National Convention yellow badges are issued to voting members of distributor companies to signify their special status and voting rights; if unable to attend, a voting member of a member distributor firm can appoint a designated person, by letter, to wear the yellow badge. Otherwise, distributor personnel will be wearing black badges. Subscriber Distributors are given green badges.

12. DISTRIBUTION OF PRICE LISTS

Retail coded price lists only are permitted for distribution on the floor. Net price lists are not.

13. VISITORS / ATTENDEES

A) Conventions are industry trade events open to association members who are current in payment of dues and subscribers who have paid an annual subscription fee in addition to the premium over what members pay for services.

Distributor members can register **as many of their staff members as permitted with respect to their level of membership** to attend a show at no cost.

Distributor subscribers can only register **two members of their staff including themselves** to attend a show at no cost. For each additional delegate, a fee of \$25 will apply.

IMPORTANT: Distributors cannot register potential members or suppliers as delegates of their own firm or as guests for the purpose of giving access to the premises as this is considered the unauthorized use of a badge. A penalty for such violation applies automatically.

B) Expositions and/or any special or business events held by the Association are closed to the general public, unauthorized persons, and to children under the age of 16.

14. EXHIBIT STAFF

A) Exhibit staff shall be full time employees of exhibitors or shall be employed for the duration of the convention and clearly identified to PPPC.

B) A Supplier is authorized to invite a representative of a raw goods company, a service provider, a professional model and/or a demonstrator to work exclusively in his/her booth during a trade show. This person will work exclusively for that exhibitor and will not walk the show floor. He/she is invited solely for the purpose of serving one company and will not solicit any other business at the show.

C) Suppliers are prohibited from hiring or giving access to representatives from other promotional products companies, unless they are member Multi-Line Representatives.

NOTE: Badges for exhibit staff are not transferable. Costumed members of exhibit staff wearing product or location information must stay within the booth space while so attired. Registering a non-member as a company delegate consists of a violation and will automatically generate a penalty.

D) MULTI-LINE /MARKETING REPS WHO **ARE MEMBERS** OF THE ASSOCIATION AND REPRESENT ONE OR MORE PPPC SUPPLIER MEMBERS **May** work for **more than one** supplier at a PPPC show providing those supplier(s) are exhibiting.

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E) It is an exhibiting Supplier's responsibility to ensure all personnel staffing the booth are familiar with the General Rules & Sanctions.

15. THIRD PARTY CONTRACTORS

Several exhibitors hire the services of **3rd party contractors to set-up and tear-down their booths**. These private companies are not necessarily known by PPPC and, for security reasons, will only be admitted under the following conditions:

- 1) The exhibitor must fill out the **3rd PARTY CONTRACTOR FORM** and return it to PPPC in order to have the 3rd party contractor granted access to the show floor.
- 2) The exhibitor must provide the 3rd party contractor with the complete set of General Rules & Regulations as well as Booth Structure Rules & Regulations. The 3rd party contractor must comply with the rules.
- 3) Times for unloading, set-up and tear-down by these contractors will be determined by Management to ensure enough time is allowed to all, starting with our official contractors.
- 4) Proof of insurance will have to be provided by 3rd party contractors to PPPC with liability coverage of \$1,000,000 for work being done on the show floor.
- 5) 3rd party contractors should not extend their mandate further than the services they are rendering. Soliciting member companies for additional business during set-up, show time and tear-down is prohibited and could compromise a 3rd party contractor's future access.
- 6) As per show regulations, Distributors and other Suppliers, members or not, cannot act as 3rd party contractors. Trade show access reflects respective membership categories.

16. PROTECTION OF PROPERTY

All of the exhibitor's property at the show shall be at the sole risk of the exhibitor and PPPC will not assume responsibility for loss or damage thereto. Each exhibitor must make provisions for the safekeeping of his goods before the opening, during and after the closing of the convention/show. PPPC might choose to coordinate transportation of goods for its registered exhibitors but has no control over the safe delivery of such goods, and therefore will forever be held harmless in the case of loss, damage and/or theft of exhibitors' goods while in PPPC's or its contractors' possession. The exhibitor must insure his goods at his own expense.

17. LIABILITY

Exhibitors must carry their own liability, third party 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 the responsible cautions 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. **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.**

The exhibitor therefore agrees to hold forever harmless the Promotional Products Professionals of Canada, and its official decorating company from any damage charges imposed for violation of any law or ordinance. The PPPC and its official decorating company shall not be liable to any exhibitor for any accident or other occurrence to the exhibitor, his agents, employees or business contracts, or guests, which arise by reason of occupancy of the convention premises.

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18. SOLICITATION OF GOODS AND SERVICES

Only those firms registered at the Exposition as exhibitors and/or authorized visitors may solicit goods and services.

19. NOISE

Show Management reserves the right to address the issue of 'NOISE' by an exhibitor.

21. TAPING

All programs, meetings, sessions, seminars, trade shows and other events sponsored by the Association are the exclusive property of the Association and no one is permitted to record or reproduce such events, orally or visually, by digital recording, videotape recording, audio cassette recording or by any other means for commercial purposes without the express written consent of the Association. This rule does not prohibit videotaping or other visual or oral recordings by an exhibitor at Association Trade Shows made entirely within the booth space leased by that exhibitor. In order not to interfere with normal show proceedings, all recording done outside an exhibitor's own booth shall be done prior to or after exhibit hours; any special expenses generated to be borne by the proponents/exhibitors.

22. ADDITIONAL REGULATIONS

Exhibitors shall observe and abide by any additional reasonable regulations made from time to time by the Association, its officers and employees for efficient and safe operation of the convention. Any and all matters pertaining to the PPPC event and not specifically covered by the terms and conditions of the contract shall be subject to determination by the PPPC in its sole discretion.

NOTE: SPECIFIC RULES PERTAINING TO SHOWS AT WHICH CLIENTS (end-users) OF MEMBER DISTRIBUTORS ARE INVITED APPLY TO ALL PARTICIPANTS AND ARE CLEARLY OUTLINED IN THIS DOCUMENT. SANCTIONS FOR VIOLATION OF SHOW RULES ALSO FOLLOW. Please continue reading.

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**DISTRIBUTOR AND CLIENT DAY TRADE SHOW RULES
SPECIFIC RULES AND REGULATIONS
APPLICABLE IN THE PRESENCE OF PROMOTION BUYERS / CLIENTS**

EXHIBITORS / SUPPLIERS

- **SUPPLIERS WHO GENERALLY SELL DIRECT CANNOT USE PPPC SHOWS TO DO SO, WHETHER THE SALE IS TO A CLIENT (END-USER) OF THEIR OWN OR THAT OF A PPPC DISTRIBUTOR MEMBER. THEY MUST REFER ANY CLIENT WHO'S INTEREST IN A PRODUCT COMMANDS FOLLOW-UP TO THE HOST DISTRIBUTOR.**
- **EXHIBITOR BUSINESS CARDS ARE NOT TO BE GIVEN TO INVITED CLIENTS UNDER ANY CIRCUMSTANCE NOR ARE EXHIBITORS ALLOWED TO COLLECT BUSINESS CARDS FROM THEM.** Clients are all invited by a Distributor who will follow-up with them. Exhibitors may exchange business cards with individuals of Distributor companies ONLY. No exceptions.
- Exhibitors may show **line names** and **company names** at booths and on materials distributed at PPPC shows. They cannot display salesman's specials, sample order forms or special contests for distributors and/or their clients during end users visits.
- **Suggested retail CODED price lists** may be displayed quoted or discussed; net costs or discounts must not be mentioned to clients or distributors accompanying them. This unwritten Industry rule is to be strictly adhered to under PPPC guidelines at PPPC events.
- A supplier who owns and operates a distributorship may exhibit, providing that no distributor personnel work the booth.
- All members of the exhibit staff must comply with GENERAL RULES & REGULATIONS.
- No sale of merchandise of any type is permitted on the show floor.

DISTRIBUTORS / END USERS

- All PPPC Member Distributors and PPPC Member Subscribers may attend the show. Distributor Subscribers are permitted to register two (2) staff members, (including themselves) for free. A cost of \$25 per additional staff member badge is applicable. Qualified non-member distributors may be permitted to attend PPPC shows, from time to time, via a PPPC authorized invitation by a PPPC Member Supplier.
- Member and invited Client pre-registration is done online only and is available in the member lounge of www.pppc.ca. Distributors are responsible for pre-registering their invited clients. The roster online is the source of the registration data base. To add or remove employees, please visit the member lounge of www.pppc.ca and "Roster Online" to perform corrections and modifications.
- Only PPPC members in good standing who have no current outstanding balance of dues and/or other fees will have access to the online registration system, as well as the show floor.
- **PROMOTION BUYERS (END USERS/CLIENTS) WEAR A NAME BADGE IDENTIFYING THEM ALONG WITH THE PPPC NUMBER OF THEIR HOST DISTRIBUTOR.** Subscribers cannot invite end users to any PPPC Trade Show.
- Should a designated Distributor lounge be provided by Show Management, distributors may use this space to greet clients. Other than apparel worn by a distributor, the displaying of branded merchandise or signage is not permitted in a Distributor Lounge. They should have a hospitality suite/lounge away from registration and the show floor.
- Distributors are prohibited from soliciting other distributors' clients at the show. Distributors who host a client lounge off the show floor have the responsibility of redirecting clients of other distributors who mistakenly walk into their room.
- Should a distributor lounge be available, distributors may use this space for the purpose of greeting and meeting with clients, but branded merchandise or signage of any type is prohibited.
- The Association will provide an electronic client invitation that distributor members can forward to their clients. Clients are admitted only if they have been invited by a distributor member, present a verifying invitation, can identify their host and present a business card. They are allowed to walk the show floor by themselves. It is strongly recommended that the host distributor pre-registers their invited clients.

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- Distributors cannot register potential members or suppliers as delegates of their own firm or as guests for the purpose of giving access to the premises as this is considered the unauthorized use of a badge. A penalty for such violation applies automatically.

DISTRIBUTOR HOSPITALITY SUITES

- Host Distributors are not permitted to wait for their invited clients at or around the registration area and / or foyer outside of the exhibit hall. Host Distributors are required to rent a closed and private meeting room (hospitality suite) in rooms/spaces approved by the PPPC.
- Distributors hosting private hospitality suites cannot promote their company in the windows overlooking the show floor, when applicable. Hosting Distributors are permitted up to one standard size pull-up banners outside their suite. The PPPC will provide one additional sign with "**PRIVATE RECEPTION, BY INVITATION ONLY.**" per hospitality suite. Signs must be positioned immediately to the right and/or left of the entrance to the suite.
- With the exception of the two permitted signs, no tables, products or other items may be displayed outside of your rented suite. Client registration must take place inside the rented suite.
- Distributors hosting a hospitality suite have the responsibility to redirect clients of other Distributors who mistakenly walk into their suite.
- Music is permitted within the contracted room only and is to be maintained at a reasonable level as not to disrupt other Distributor suites.
- Food and Beverage (F&B) is the exclusive offering of the facility at which the events occur. Outside F&B is not permitted in the suites. F&B can be ordered through the facility.
- Distributors hosting hospitality suites in private rooms adjacent to the show floor during Client Shows, **cannot display product imported directly from overseas by their own company for their exclusive sales.** PPPC, in working for both its Distributor and Supplier members, fosters and promotes the chain of supply accepted in North America.
- It is the host Distributor's responsibility to properly inform their invited clients as to when and where they are to greet them as well as the PPPC rule of not exchanging their contact information with an exhibitor.
- Only companies exhibiting on the show floor are permitted to make presentations in hospitality suites. Distributors should verify the exhibitors list or contact PPPC to determine all eligible suppliers.
- Distributors hosting hospitality suites in private rooms cannot display products imported directly from overseas by their own company for their exclusive sales. PPPC is working for both its Distributor and Supplier Members; fostering and promoting the supply chain in North America.
- Entrance units of any sort at the entrance to the room are not permitted.

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SANCTIONS FOR ALL RULES AND REGULATIONS VIOLATIONS

A member who violates any of these rules and regulations will receive:

- A written warning detailing the violation and filed in the company's member file.

Repeated violations by an exhibitor may result in:

- An assessment of the equivalent of the cost of a booth for each violation **and/or**
- Forfeiture of priority points for booth assignment at future shows **and/or**
- Loss of right to exhibit or attend the next National Convention.

Repeated violations by a distributor may result in:

- A fine in the amount of the company's membership dues
- Loss of right to attend association trade shows

REGISTRATION OF UNAUTHORIZED PERSONS AND UNAUTHORIZED USE OF BADGES:

By a Supplier -

- Ejection of unauthorized person
- An assessment equivalent to the cost of a booth for each violation and
- Possibility of forfeiture of exhibit privilege for future shows.

By a Distributor -

- Ejection of unauthorized person
- A fine equivalent to the Distributor basic membership fee and
- Possibility of forfeiture of attendance at future shows.

AS A PPPC MEMBER OR SUBSCRIBER PARTICIPATING IN A TRADE SHOW, YOUR COMPANY, YOU AND YOUR COMPANY STAFF AGREE TO ABIDE BY ALL RULES AND REGULATIONS ADOPTED BY PPPC, THE SHOW SPONSORS, AND THE FACILITY IN WHICH THE SHOW IS HELD.

THE VOTING MEMBER/PRINCIPAL TAKES RESPONSIBILITY FOR CIRCULATING SHOW RULES AND REGULATIONS TO ALL TRADE SHOW STAFF. IT IS ALSO UNDERSTOOD THAT PENALTIES FOR VIOLATIONS OF RULES AND REGULATIONS WILL APPLY.

ALL OF THE ABOVE POINTS ARE UNDERSTOOD AND ACCEPTED AS PART OF THE REGISTRATION AGREEMENT BETWEEN THE PROMOTIONAL PRODUCTS PROFESSIONALS OF CANADA, AND THOSE WHO EXHIBIT IN ASSOCIATION TRADE SHOWS.

THIS SET OF RULES AND REGULATIONS IS AN INTEGRAL PART OF PPPC TRADE SHOW REGISTRATION AND IS BINDING. AS STATED ON THE DELEGATE REGISTRATION FORM ITSELF, PARTICIPANTS SUBMITTING THE ACTUAL FORM UNDERSTAND THE RULES & REGULATIONS AND AGREE TO ABIDE BY THEM AS WELL AS CIRCULATE THESE TO THEIR TRADE SHOW PARTICIPATING STAFF MEMBERS. RULES APPLY EQUALLY TO ALL.

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