

Exhibitor Checklist

November

- ☐ Book your hotel if applicable - check the [hotel page](#) on the PDAC website for discounted rates.
- ☐ Review the [Exhibitor Toolkit](#) for helpful planning tools and make note of your move-in timeslot.
- ☐ Prepare a list of required materials and rental equipment for your booth.
- ☐ Check out your Booth details and update your company profile by logging in to the booth representative's [PDAC Dashboard](#).
- ☐ Confirm your booth design/structure and place your order with [GES](#) by **February 14, 2025**.
- ☐ Apply for a Globe & Mail Invest in Mining feature, check out the [Exhibitor Promotion](#) section for more information - deadline is **January 20, 2024**.
- ☐ Apply for [Exhibitor Spotlight](#) highlighting unique and innovative displays in mining at PDAC. Applications open **November 7, 2024**. The deadline to apply is **December 7, 2024**.

December

- ☐ Assemble a team to staff the booth for show hours. Please note, you must staff your booth by Sunday at 10 a.m. and must not pack up until 12 p.m. on Wednesday.
- ☐ Register your team for exhibitor passes at <http://events.pdac.ca>. Booth Representatives will be advised when Registration opens for Exhibit Staff Passes. Look for this in **early December**.
- ☐ Order/prepare products, signage, literature, and any other materials for your booth. Check out our [Official Suppliers](#) section for order forms and supplier contacts.
- ☐ Book your complimentary meeting space in our [North Meeting Space](#)

January

- ☐ If your exhibit includes four or more booths, you are required to submit your floorplan for approval to pdacexhibits@pdacevents.ca by **January 10, 2025**. See [Display Rules and Regulations](#) for requirements.
- ☐ All Large and Heavy Equipment requires approval from PDAC and the MTCC, with consultation with GES. Please contact Exhibit Management at pdacexhibits@pdacevents.ca if you are bringing heavy equipment – **due January 24, 2025**.
- ☐ If you are using Exhibitor Approved Contractor (EAC), you must do the following:
 - ☐ Provide them with the rules and regulations regarding booth and display structure before they begin designing your display.
 - ☐ A [Notice of Intent to Hire an EAC \(Exhibitor Appointed Contractor\)](#) form must be completed by the Exhibitor **a minimum of 30 days prior to the start of the event**.
- ☐ Promote your PDAC booth! check out the [Exhibitor Promotion](#) section for more information.
- ☐ **REQUIRED:** Ensure you have \$5 million in [exhibitor insurance](#) and keep your proof of insurance with you at your booth. *Do NOT send a copy to PDAC*. More information can be found [here](#).
- ☐ **REQUIRED:** Submit your [Fire Safety Reply](#) by **January 25, 2025**, to the MTCC at FireSafetyReply@mtccc.com.

- ☐ Order furniture, carpeting, A/V services and other services required by **early February** for early bird pricing where applicable. See the [Official Suppliers](#) for order forms, supplier contacts and early bird deadlines.
- ☐ Submit [customs and shipping forms](#) to GES.

February

- ☐ **For International Exhibitors:** Booth representatives should look for an email from Exhibit Management with a Canada Border Services Agency – Letter of Recognition in **early February**
- ☐ Prepare your booth materials for shipment and be sure to pack and ship all necessary tools for your booth set up – [Complimentary Shipping Labels](#)
- ☐ If you are planning on hosting an event in your booth, you must complete an [In-Booth Event Application Form](#) – **deadline is February 10, 2025.**
- ☐ [Order Food & Beverage](#) through the MTCC – **deadline is February 14, 2025.**
- ☐ [MTCC Alcohol Waiver](#) (Mandatory) is due to MTCC by **February 14, 2025.**
- ☐ [Advance Shipments](#) to GES warehouse – **Mon. Feb. 3, 2025 to Fri. Feb. 21, 2025 | 9 a.m. - 3 p.m.**
- ☐ Schedule your time for move-in on [Voyage Control](#) if you require the loading docks for Move-In. Look for an email by **February 3, 2025** with instructions on how to get a Voyage Control Move-in Code.
- ☐ Order a [MTCC parking pass](#)
- ☐ Be sure to review all [health and safety protocols](#). If you are moving in on Friday or Saturday, PPE is required - see [Move In / Move Out Section](#) for details.

Arriving on site

- ☐ Pick up your passes from the Exhibitor Registration Desks available in the South and North Buildings.
- ☐ Ensure you have copies of all orders, invoices, Liability Insurance, approved floorplans (4 or more booths) and associated paperwork.
- ☐ Ensure when setting up your booth, it is in accordance with PDAC regulations, please be considerate of other exhibitors' sight lines. Refer to [Display Rules and Regulations](#).
- ☐ Visit the Exhibit Management Office if you have any questions regarding your booth on-site
 - **South Building Location: Hall D entrance, Room 825A**
 - **North Building Location: Hall C, Room 309**
- ☐ Check out the [Exhibit Floor Attractions](#).
- ☐ Network at the Happy Hours.
- ☐ Have a coffee on us! Help yourself to a complimentary cup of coffee before the show opens as a thank you for exhibiting from the PDAC team!
- ☐ Visit the complimentary water stations located Investors Exchange, Booth 3218, Trade Show, Booth 1445 and Trade Show North, Booth 7734N
- ☐ Check out our [Services Onsite](#)
- ☐ **Enjoy PDAC 2025!**
- ☐ Complete exhibitor survey.

Rules and Regulations

Exhibitor Insurance & Liability (MANDATORY)

Protecting your exhibit, property and those visiting your booth is YOUR responsibility. The MTCC, Show Management and its agents cannot guarantee total security of your property.

- Every Exhibitor MUST secure proper insurance that must include coverage of exhibit materials against damage and loss, as well as public liability against injury to persons and property of others during the duration of the show
- Exhibitors are required to make arrangements to carry adequate property and liability insurance for a minimum of \$5,000,000. Please note, the minimum liability has changed from last year.
- Be sure to give special consideration to irreplaceable, highly valuable, or sensitive items.
- Do NOT submit proof of insurance to the PDAC prior to the show
 - Keep your proof of insurance at your booth during the show, Exhibitors MUST be able to show proof of coverage upon request

Acquiring your Liability Insurance

OPTION A: You may purchase this coverage through the Exhibitor Insurance Package offered by Exhibitorinsurance.com, PDAC's official insurance contractor. Click here for the: [Exhibitor Insurance Application](#)

OR

OPTION B: A Certificate of Insurance may be obtained from your insurance company as a separate rider. If you are getting your insurer to put a rider on the COI, here is the information required for your Insurance Broker:

Basic Information

Event Organizer:	Prospectors and Developers Association of Canada
Organizer Address:	800 – 170 University Avenue, Toronto Ontario M5H 3B3
Event Name:	PDAC 2025: The World's Premier Mineral Exploration and Mining Convention
Event Address:	Metro Toronto Convention Centre, 25 Front Street West, Toronto Ontario M5V 2W6, Canada
Event Dates:	March 2 to March 5, 2025*

*February 28 to March 1 are move-in dates and March 2 to 5, 2025 are the Convention dates.

Display Rules and Regulations

The Display Rules and Regulations provide information and requirements specific to exhibitors at PDAC 2025.

Booth Inclusions

Trade Show, Trade Show North, Investors Exchange

- 8' white back drape and 3' white side drape
- One 1500-watt, 120-volt (12-amp) duplex electrical outlet
- 4 Exhibitor Staff Passes that provide access to the exhibit halls and select programming
- One generic All Access Pass to be shared between your exhibiting staff to allow one person at a time admission to the All-Access programming
- Company listing in the Convention Program, Convention website and on the onsite directory

Core Shack

- One 10'w x 8'h (back wall) x 3'w x 8'h (side walls) booth
- Back wall made of black "sintra board" infill panels.
- Carpet, one 6' draped table to display drill core or other samples of mineralization, two chairs
- One identification sign (listing your deposit/project name), two arm lights
- One 1500-watt, 120-volt (12-amp) duplex electrical outlet
- Company listing in the Convention Program (provided company has accepted a spot in the Core Shack by January 12, 2025)
- Company listed on PDAC website and on the onsite directory
- 4 Exhibitor Staff Passes that provide access to the exhibit halls and select programming

Prospectors Tent

- 8' high back wall
- 3' wide side walls (hard walls are included)
- One 1500- watt, 120-volt duplex electrical outlet
- Carpet, one 6' wide draped table, two chairs
- One identification sign, two arm lights
- 4 Exhibitor Staff Passes that provide access to the exhibit halls and select programming

**Please note that exhibitors cannot hang/tape/pin items or signage on the drape. If the drape is damaged, the fee is \$75 + tax per panel.*

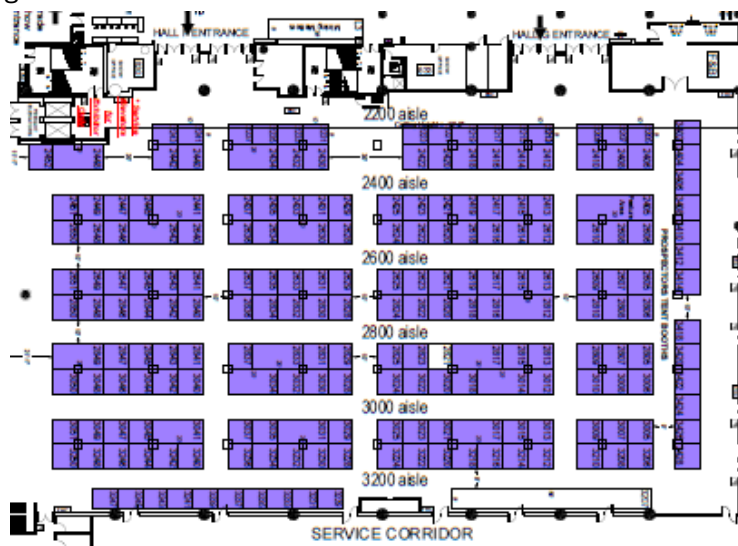
Booth Exclusions

The following items are NOT included with a booth purchase and must be purchased/rented by the Exhibitor if applicable:

Audio-visual equipment rentals	Customized booth design	Promotional items
Booth cleaning	Exhibitor signage	Shipping
Booth décor	Hard wall booth structure	Sign design and hanging
Booth food and beverage service	In-booth security	Storage
Carpeting*	Internet access	Table, chair, desk, counter, and shelf rentals
Computer rentals	Lead retrieval device or app	Telephone lines and units
	Liability insurance	Trash container
	Material Handling	

Carpeting

- Halls B, C in the North Building and D, E in the South Building of the MTCC are not carpeted
- Investors Exchange only:
 - Booths indicated below in Hall F & G of the MTCC are carpeted with industrial grade carpeting



- If you do not use GES, and exhibitors lay down their booth carpet over the existing carpet in the venue, you are required to protect it before the booth carpet is installed. For example, a protective sheet of Visqueen, tarpaulin, or comparable material to eliminate damages.
- Show Management carpets in all aisles and public areas as required
- It is recommended that you equip your booth with carpet
 - GES, the Official Show Supplier, can supply the appropriate carpet, or you may bring your own. If ordering from GES, a clean carpet will be installed; subsequent daily cleanings are not included in the rental
- *Please note, Show Management will charge \$50.00 CDN per booth if tape or tape residue is left on the floor*

Visibility and Sight Lines

Line-of-sight display rules provide restrictions on certain areas of the booths to allow attendees to view neighbouring booths in their line of sight as they walk the floor. Exhibitors must consider sight lines when designing a display. Exhibitors may not block or obstruct the clear view and accessibility of other Exhibitors' booth spaces, displays, or signage.

PDAC reserves the right to regulate “reasonable sight lines”, determine the eligibility of a booth floor plan, and retain the right to restrict or prohibit a booth floor plan if it is found to violate the conditions noted above. All booth contents must be confined to the Exhibitor's contracted booth space and must not obstruct the clear view of fire apparatus, exits, or service corridors, and not overhang into an aisle or other booths.

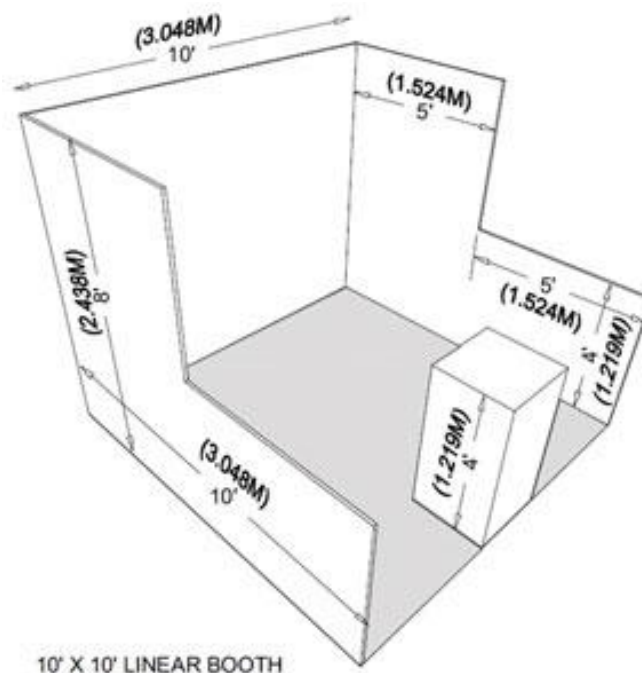
There are a variety of booth types, and each one is addressed below.

Linear Booth

Linear booths (also called in-line booths)

- A maximum back wall height of 8ft
- A maximum height of 8ft is allowed only in the rear half of the booth space
- 4ft height restriction imposed on all materials in the remaining space forward to the aisle
- Walls of solid construction must be set back at least 5' from the aisle line
- Perimeter walls, regardless of height, are NOT permitted

Note: When three or more linear booths are used in combination as a single exhibit space, the 4ft height limitation is applied only to that portion of exhibit space that is within 10ft of the adjoining booth.



Corner Booth

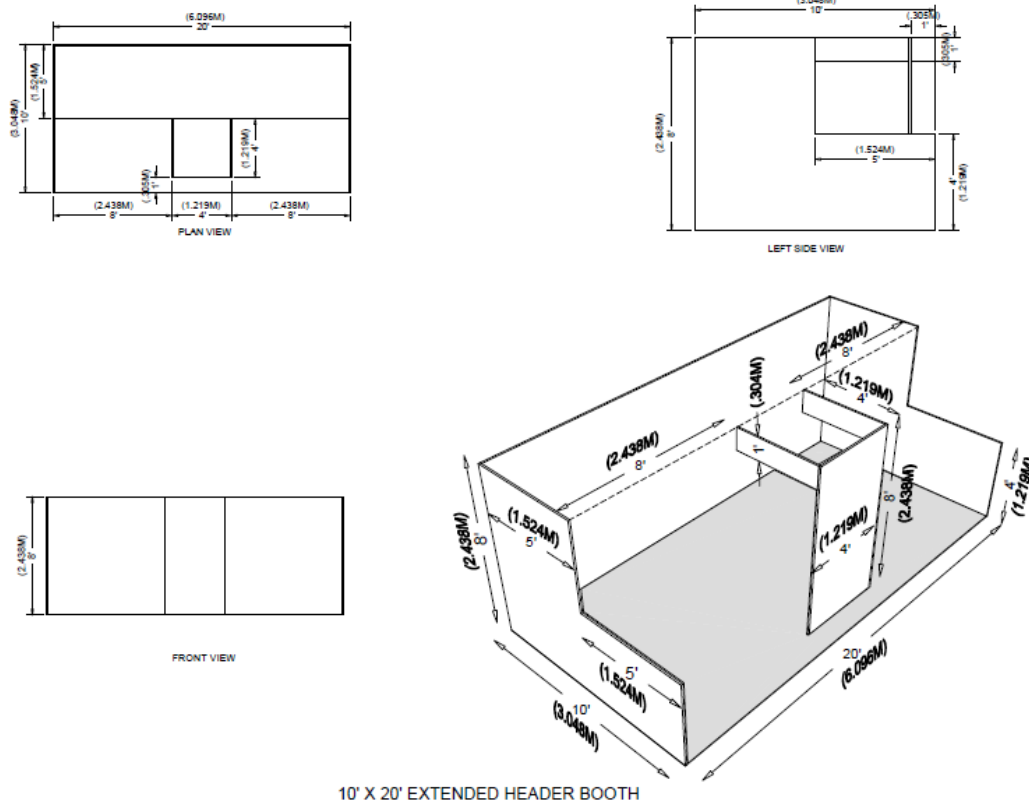
A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

Extended Header Booth (20ft or longer)

An Extended Header Booth is a Linear Booth 20ft or longer with a center extended header.

All guidelines for Linear Booths apply to Extended Header booths. The center extended header has

- A maximum height of 8ft
- A maximum width of 20 percent of the length of the booth
- A maximum depth of 9ft from the back wall

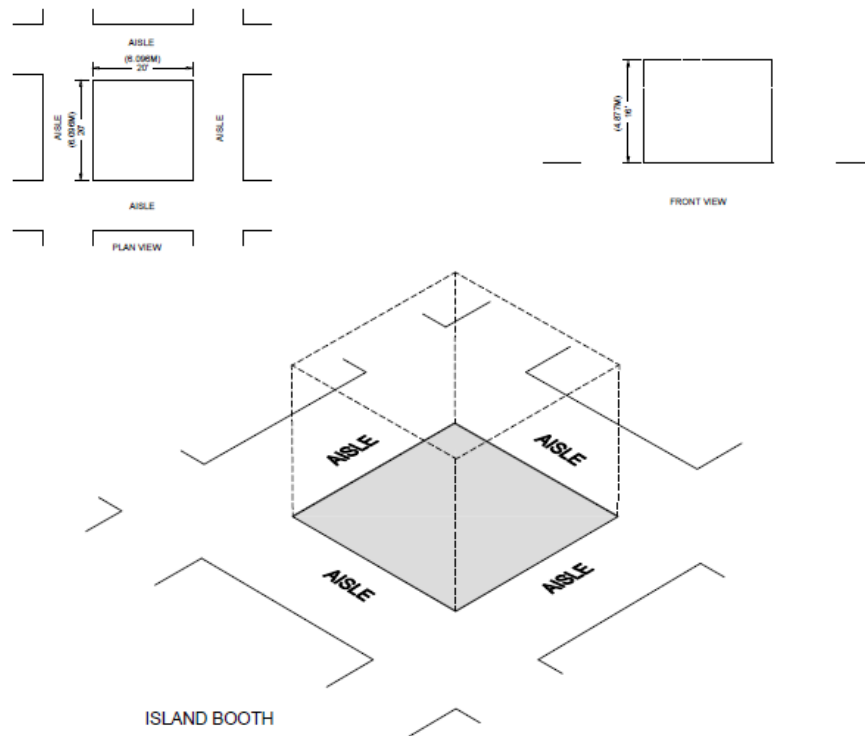


Island Booth

An Island Booth is typically 20ft by 20ft or larger and is exposed to aisles on all four sides.

- **Perimeter walls:** A perimeter wall is a wall of solid construction that runs along the perimeter of the booth
 - The maximum height is 4'
- **All other walls**
 - Maximum wall height is 16'
 - Must be set back 2' from all aisles

- Walls of solid construction and 16' in height, should be located in the centre of the exhibit space to take into account “reasonable sight lines”
- Walls that are not of solid construction (Plexi or transparent material) and are non-continuous (not more than 4' wide), are acceptable if they do not interfere with “reasonable sight lines” of surrounding exhibitors



Tower Regulations

If a tower is placed at the aisle line for support, it must not be of solid construction, and display materials may not be affixed.

- **Height:** Towers may not exceed 16' in height
- **Aisle line of sight:** Towers must be set back at least 2' from the aisle line on all sides of the island

Signage Regulations

For all Booth Sizes

Show Management has the exclusive right to use and place all directional signs. Exhibitors may not place signs (including flyers and the like) outside of their booths. Under no circumstances may banners, decorations or signs, and similar material be nailed, stapled, screwed, taped, or attached to ceilings, walls, or other painted surfaces without prior written approval of the method of installation by the MTCC.

Exhibitors with Standard Booths (1 to 3 booth spaces)

Portable signs & display racks

- All signs exceeding 4' in height must be placed at least 5' back from the front of the booth

- All display racks, etc. must be confined to the exhibit space
- The organization on record must be the predominate sign displayed within the booth

Height

- Signs placed within the booth may not exceed the booth height of 8'

Overhead hanging sign

- Overhead signs will not be approved for exhibitors with fewer than four 10' wide booths.

Exhibitors with 4 or more booth spaces

Portable signs & display racks

- All signs exceeding 4' in height must be placed at least 2' back from the front of the booth
- All display racks, etc. must be confined to the exhibit space

Height

- **Island/Pavilion Booths:** The top of any sign may not exceed 16' above floor level regardless of design unless written approval is obtained by Show Management before the show.
- **In-line Pavilion Booths:** The top of any sign may not exceed 8' above floor level regardless of design unless written approval is obtained by Show Management before the show.

Overhead Hanging Signs

Island/Pavilion Booths:

- Must be set back 3' from all aisles for island pavilions
- No double halo signs.

In-line Pavilion Booths:

- Must be hung over the center/middle of the booth space for in-line pavilions
- No double halo or halo signs. Must be a flat banner in a straight or wavy line for in-line pavilions.

All booth types:

- Must be a maximum of 16' above floor level and finished on all sides.
- PDAC does not allow more than one hanging sign and only the **exhibiting organization's name is to be displayed.**
- Overhead hanging signs **must** be included in your floorplan submission.
- All fabrics should meet the requirements of CAN/ ULCS109 "Flame Tests of Flame-Resistant Fabrics and Films", NFPA-701 "Standard Methods of Fire Tests for Flame Propagation of Textiles and Films, or equivalent. Please refer to the [Fire Safety Reply](#).

Cross aisle signs or arches In-Line Pavilion

When an Exhibitor occupies a **minimum of 6 facing booth units**, one cross-aisle sign may be used, providing it meets the following stipulations:

- It shall be no greater than 24" high, nor wider than the aisle
- The top of the sign may not exceed 16' above floor level
- The bottom of the sign may not be lower than 8' above floor level

Showtech Power and Lighting is the exclusive supplier for the hanging of signs and banners and must be contacted to obtain a quote. Please refer to the [Sign & Banner Hanging form](#). **January 10, 2025** - (Floorplan deadline date).

Exhibit Display & Design Options

Once you have determined your booth requirements and are familiar with the rules and regulations, you may design your display. If you require more than the basic pipe and drape included in your fees, these are some options:

“Pop-up” display

- Pop-up displays are pre-designed structures with custom graphics owned by the Exhibitor, which travel and install easily
- Pop-up displays are good for standard in-line booth spaces

GES Show Special

The GES show special is a 10’X10’ or 10’X20’ hard wall system installed by GES and is ready to use when you arrive. See the [GES Show Special Exhibits form](#). This is a great option for Exhibitors who do not wish to transport a display. Click here for [GES Custom Exhibits](#).

Booth structure

- Ceiling structures of solid construction are not permitted in any booth configuration unless approved by Show Management and the Ontario Fire Marshal
- Certain material and fire safety equipment may be required; it will be the responsibility of the Exhibitor to ensure this equipment is always in working order and easily accessible within the booth
- **All Exhibitors must submit a Fire Safety Reply to the MTCC by January 25, 2025. Click here for the [MTCC Fire Safety Reply form](#).**

Floor Plan Requirements – 4 or more booths

Floor plans must be approved by PDAC for 4 or more booth spaces.

Organizations occupying 4 or more booth spaces are required to submit the booth floor plan to Exhibit Management for approval at pdacexhibits@pdacevents.ca, **due January 10, 2025**.

- ☐ PDAC will **NOT** review and approve multiple floor plans from multiple design companies.
- ☐ Failure to submit a floor plan by the above deadline may result in an exhibit space reduction to three inline booths or less
- ☐ Floorplans must include **all dimensions** (Height, Width, Length, and setback measurements) for all booth structures, heavy equipment, and hanging signs.
- ☐ Any exhibitor interested in increasing booth space vertically – i.e., [Double-Decker Booth](#) – is required to please contact Exhibit Management at pdacexhibits@pdacevents.ca
- ☐ If you wish to display a hanging sign, it must be included on your floor plan, please see Hanging sign regulations below.

- ☐ Preferred location of electrical outlets must also be included in your floor plan. Please note, you are entitled to 1 electrical outlet per 10X10 booth space. If your floor plan notes less than your electrical entitlement, you will receive the number of outlets you allocated on your floor plan.
- ☐ Please note, that some floorplans will require approval from MTCC depending on size, heavy equipment, and special requests.

We suggest exhibitors occupying islands/pavilions contact GES, the official show service contractor for customized booth construction, [click here](#).

If you decide to use another designer, **Exhibitor Approved Contractor (EAC)**, you must do the following:

- Provide them with the rules and regulations regarding booth and display structure before they begin designing your display
- A **Notice of Intent to Hire an EAC** (Exhibitor Appointed Contractor) form must be completed by the Exhibitor. [Please click here for the form](#).

PDAC will not review/approve more than one floorplan design from multiple contractors, so ensure that you choose a contractor before sending the design to PDAC.

Exhibitors and/or Exhibitor's EACs are required to have a copy of their Exhibit Management approved floor plan at their booth during the convention.

Electrical safety regulations

- All electrical equipment being displayed, offered for sale, or used in any show, must be approved by organizations accredited by the Standards Council of Canada (Electrical Safety Authority, Rule 2-022 of the Ontario Electrical Safety Code). Please refer to <https://esasafe.com/electrical-products/recognized-certification-marks/> for the most up-to-date list.
- This certification or approval must be in place before the equipment may lawfully be advertised, displayed, offered for sale, sold, leased, rented, used, or otherwise disposed, of in the Province of Ontario
- It is the responsibility of each Exhibitor to ensure that all electrical equipment, in, on, or about the booth, complies with the regulations. This includes electrical merchandise as well as lighting and display equipment
- One of the fundamental requirements for certification is that appropriate approvals appear on each device. If such markings are missing, the device must be considered unapproved and, therefore, subject to special inspection
- Should any equipment not comply with these requirements, it is recommended that Exhibitors request temporary permission to display their equipment while the necessary electrical approvals and certification are being sought. Exhibitors may do so using the forms found in *Ontario's Provincial Requirements for Exhibiting Electrical Equipment ESA*. Please see the link below.
- **NOTE:** Failure to comply could result in the equipment being refused connection to the source of electrical supply or in an order for removal from the display.

- Please refer to [Ontario's Provincial Requirements for Exhibiting Electrical Equipment ESA](#), for all requirements and forms.

Helium balloons and glitter

- Require prior authorization by the MTCC.
- Helium balloons must always remain tethered to an Exhibitor's booth and tethered in such a manner that the top of the balloon is no higher than 8' from the ground
- No more than 6 balloons per 10' wide booth space, each balloon must be no more than 36" in diameter
- If helium balloons become detached from an exhibit booth, the labour cost to retrieve the balloons will be charged to the Exhibitor
- Contact Exhibit Management at pdacexhibits@pdacevents.ca if you want helium balloons at your booth.
- An MTCC [helium balloon authorization form](#) will need to be completed and submitted for approval.

Remote-Controlled Devices

- Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. require prior authorization by the MTCC
- Contact Exhibit Management at pdacexhibits@pdacevents.ca if you want remote-controlled devices at your booth.

Booth Accessibility

All exhibiting companies are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

Some examples of how to design an accessible exhibit:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touchscreen displays at a height to accommodate a person sitting in a wheelchair

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as

forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Booth Lighting

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space
- Potentially harmful Lighting, such as lasers, ultraviolet lights, or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by Show Management
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event
- LED lights can be very bright yet generate less heat

Lighting can be ordered through [ShowTech Power and Lighting](#)

Exhibitor Terms and Conditions

The terms and conditions are a binding contract between the Exhibitor and Prospectors & Developers Association of Canada and govern the Exhibitor's participation in the PDAC 2025 Convention.

Please review the [Exhibitor Terms and Conditions](#)

Attendee Code of Conduct

PDAC is committed to providing a positive experience for all participants and expects attendees to show respect and courtesy toward one another at all official PDAC Convention events. At all times during the convention, attendees shall conduct themselves in a professional and appropriate manner and comply with all applicable laws, policies, and rules of PDAC.

Please review the [Attendee Code of Conduct](#)

Caution Against Fraudulent lists

PDAC does not share nor sell or member, attendee, or exhibitor information.

Learn more about [PDAC's privacy policy](#)

Hotel Bookings

PDAC does not manage hotel reservations and does NOT use 3rd party housing bureaus. **Please book directly with hotels.** We are aware that third parties have been contacting individuals offering discounted hotel rates. Please be advised that these offers are scams and are not offered in alignment with PDAC. Entering into agreements with these companies is done at your own risk and are not protected by PDAC.

[PDAC 2025 Hotel partners](#)

Exhibitor Information

Exhibitor Badge Registration

The booth representative must login at <http://events.pdac.ca> to assign exhibitor staff passes once registration is open. After login, click on "Register Exhibitor Staff" under the "Booth Management" heading. Booth representatives will have the option to register and substitute exhibitor staff. If an employee does not appear on the staff list, click "Add New Booth Personnel", fill in their contact information and then select "Create New Account". If the email address you enter generates an error message "email is already in use", contact PDAC Registration or 647 362 8442 or pdac@pdacevents.ca for assistance.

Once exhibitor staff passes have been assigned, the generic All Access Pass can be assigned to a staff pass holder. If no one is assigned to the generic All Access Pass, the system will automatically assign it to ensure your company is given the correct allotment of passes. The booth representative can reassign this pass at any time. This process is for pick-up purposes only. After the generic All Access Pass is picked up, you can share it among your staff members. **Please note that the All-Access Pass does not provide access onto the show floor during move-in and move-out or before and after show hours, it must be accompanied by an Exhibit Staff Pass.**

Once the allotted number of exhibitor staff passes for your booth has been assigned, the option to add additional exhibitor staff passes (2 per 10' exhibit space) at \$20 CAD each will appear (starting in December). If you require more passes than what is allowed with your exhibit space, you can submit your request to PDAC Registration for approval.

In-booth Events

Exhibitors wishing to hold meetings/events within their booth on show days either pre-show, during, or post-show hours are required to submit an In-booth event request form. Show management will accept request forms only from the Booth Representative. In-booth event application forms are due no later than **February 10, 2025**.

Submit a request for In-Booth Events [here](#).

In-Booth Event Rules and Regulations

1. For exhibit booth functions, Exhibitors are required to ensure that attendees are confined to the booth(s) interior. Standing in the aisles, intercepting those in attendance, or intruding on neighbouring booths is also prohibited. PDAC has the right to restrict or evict any Exhibitor that is a disturbance to neighbouring exhibits, creating excess noise or disruption.
2. Exhibitors/Groups wishing to hold meetings during pre/post-show floor hours will require approval by Show Management. Special permission to access the show floor may be required.
3. Exhibition/Groups cannot hold post-show in-booth events on the closing day of the show due to the beginning of dismantling.
4. Disregarding the Rules and Regulations may result in the loss of priority renewal for the next Convention.

Show Management Approval

Once your request has been submitted and reviewed, you will receive an email from Show Management letting you know if your request was approved.

If you have any questions, please contact Amy Buchanan at abuchanan@pdac.ca.

Sustainable exhibition practices

We are proud to employ every opportunity to put our environmental stewardship policies into practice. At the PDAC 2025 Convention in Toronto, we've created one of our most sustainable efforts yet, from both a material and waste standpoint and through energy conservation.

To further PDAC's Convention sustainability effort, we encourage organizations and individuals within the exhibition industry to raise awareness and promote sustainable practices that help reduce carbon footprint. By adopting a proactive approach, exhibitors can mitigate environmental impact. This can be achieved through various means, such as implementing energy-efficient technologies, maximizing renewable energy sources, and carefully planning transportation and logistics to minimize emissions.

Consider the following:

- Avoid transporting and shipping your booth. If possible, choose a local booth supplier instead of bringing your booth from far away. This will reduce the costs and pollution associated with transportation.
- Buy or rent your booth to reuse it. If you have already designed your booth with lights, audiovisual components and painted graphics, you can still be eco-friendly by buying your booth and planning to reuse it in the future. Make sure to communicate with your supplier to discuss the storage solutions they offer.
- Support the local economy when buying promotional gifts or products to maximize the socio-economic benefits.
- Reduce your paper and business card usage by creating QR codes instead of printed company information.
- Choose recycled or durable materials to build and decorate your booth. For example, you can use certified wood, cardboard, fabric or recycled metal. Avoid disposable or hard-to-recycle materials, such as plastic or polystyrene.
- Ban single-use plastics.

Additional Resources

The International Association of Exhibitions and Events® (IAEE), in collaboration with the Centre for Sustainability and Social Impact, an initiative of the Events Industry Council (EIC), recommends the following guiding principles for sustainable exhibitions

<https://www.iaee.com/resources/sustainability-initiative/>

Finding the Future, Together Towards a more sustainable B2B trade show industry in the U.S. and Canada

<http://www.iaee.com/wp-content/uploads/2022/09/Finding-the-Future-Final-Report.pdf>

IMEX - Your Guide to Creating Sustainable Event Booths

[Sustainable exhibiting for booth/stand constructors](#)

Shipping and Customs Information

Shipping Options

Exhibitors are responsible for shipping their display and merchandise to either the Advance Warehouse or directly to the Show using the following options. PDAC is not responsible for exhibit materials.

GES is the Official Supplier of material handling. If you do not use GES for material handling, ensure you have Exhibitor staff available onsite to receive shipped goods.

Please Note: Every exhibitor has a specific move-in date and time. Please refer to the [Move-in / Move-out Section](#) of this Exhibitor Tool Kit.

Option One: Using the Official Show Carrier for Ground or Air transportation

[GES Online Order Link](#)

Advance warehousing: GES offers free 30-day advance warehousing to exhibitors using the official show carrier [GES Online Order Link](#)

Shipping quote: To receive a Shipping quotation for delivery of your materials to the show, please access GES here [GES Online Order Link](#)

Label requirements: Crated or boxed materials should be identified with a label include the number of pieces included in your shipment, booth number and your company name. [GES Label templates link](#)

Arrival on show site: Once GES arrives at the show site, you must make arrangements to move your shipment from the unloading area to your booth. Shipping does not include delivery to your booth.

You or a representative of your company must be present at the dock to deliver your materials to the booth, or you must obtain [GES Material Handling Services](#) to unload and reload your goods.

Should Exhibitors fail to make arrangements to remove their goods from the unloading area, Show Management has instructed GES to perform the material handling services at the Exhibitor's expense.

All GES charges in this case are the sole responsibility of the Exhibitor and accounts must be paid in full at the GES Service Desk prior to move-out.

Option Two: Using A Transport Van Line or Company Vehicle

If you choose to use a transport, van line or your company vehicle, you must provide them with all the information provided in the [Move-in / Move-out Section](#)

The Exhibitor Tool Kit includes instructions on how to schedule a loading dock time on Voyage Control, directions to the MTCC as well as the PDAC floor plans.

Every effort will be made to ensure that your carrier will be able to access the loading docks as indicated based on your Voyage Control booking time/date; however, there may be delays at the unloading area. It is your responsibility to arrange for timely delivery and pick-up to and from the show as provided in the move-in and move-out schedule. You will have a thirty-minute window at the loading dock to unload/load your goods.

If using this option, you must ensure that your agreement includes the delivery of materials to your booth, if it does not then complete the [GES Material Handling Services](#).

GES offers 30-day Advance Warehouse to all Exhibitors, however, in using your own carrier there will be a fee attached to the Material Handling charge that reflects delivery of your items to your booth.

Some carriers may charge waiting time, and resulting delays will impact your set-up schedule and staffing cost that result from unplanned overtime rates, waiting times, delays and extra charges can be avoided by shipping to the advance warehouse

Option Three: Direct Delivery to Show Site by Local Courier

Hand-carried packages: If you need to ship hand-carried packages (which do not require a loading dock) directly to the Show, Exhibitors may arrange for small packages to be sent to the MTCC during move-in or during regular show hours ONLY.

You must instruct the courier that it is expected they deliver directly to the booth during move-in. If items arrive during the show, you must meet your courier as they will not have access to the show without a pass. The MTCC and Show Management will not accept shipments on behalf of an Exhibitor.

If the courier cannot locate a person from your company to accept the shipment, it will be sent back with the driver.

Dollies will NOT be available at the main entrance to the South or North buildings. If couriers do not have their own dolly, they must visit the GES freight desk on the South or North Loading Docks.

Steps for securing a courier to deliver to the show:

- ✓ Provide the courier with your booth number and a copy of the floor plan identifying your booth location
- ✓ Advise the courier to go to the Exhibitor Registration Desk and request a Move-in/Move-out Pass to allow them access to the show floor; otherwise, they will be refused entry. This is applicable during Move-in/Move-out hours only
- ✓ Label your package with booth number/company name
- ✓ Ensure there is someone in your booth to receive the delivery

Ground Shipment

Advance warehouse

Shipping crated materials to the advance warehouse will ensure that your materials will be delivered to the show on time and will receive priority unloading status.

Advance Warehouse Dates: **February 3 2025 to February 21 2025.**

All goods must be scheduled to arrive at the warehouse no later than **February 21, 2025.**

GES offers free 30-day advance warehousing to exhibitors using the official show carrier. This is available to all Exhibitors, no matter the carrier they use, however, if using your own carrier there is a fee attached for Material Handling charges.

Uncrated, loose materials or fragile materials requiring special handling **will not** be accepted by the advance warehouse, due to difficulties in handling and storage.

Once your materials arrive at the Show, you must make arrangements to move your shipment from the unloading area to your booth.

Since shipping does not include delivery to your booth, you or a company representative must be present to deliver your materials to your booth, **or** you must obtain material handling services through [**GES Material Handling Services.**](#)

Advanced Label requirements: Crated or boxed materials should be identified with a label including the number of pieces in the shipment on each item as follows: Please click here for [**GES Label templates link**](#)

Direct to Show site

There is no pre-event storage available at the MTCC. Items arriving at the MTCC before the scheduled move-in times will not be accepted and will be returned at the shipper's expense.

Air Freight Shipment

Arrangements have been made with **GES** to handle all domestic and international air freight shipments. Please see [**GES Logistics and Shipping Services.**](#)

Customs

GES has been named the Official Show Customs Provider to handle customs clearance for the convenience of Exhibitors who ship materials from the United States and internationally.

GES will:

- ✓ Arrange international air freight
- ✓ Coordinate customs clearance delivery to the MTCC
- ✓ Post any applicable security deposit
- ✓ Ensure Canadian Customs clears the Exhibitor's goods
- ✓ Coordinate customs clearance and transportation back to the required destination

International Exhibitors must present a letter from the Canada Border Services Agency to Canada Customs officials at the time of entry into Canada. The CBSA letter will be available one month prior to PDAC 2025.

Exhibit Management at [**pdacexhibits@pdacevents.ca**](mailto:pdacexhibits@pdacevents.ca) will email the CBSA letter out to Booth Representatives, when it becomes available. If you do not receive the CBSA letter, please contact Exhibit Management.

For further information on Canada Customs requirements, please see the [GES Logistics and Shipping Services](#).

More Information

Bonded materials	As there are specific regulations for Exhibitors using their own trucks or methods of transportation other than the official carrier, Exhibitors should advise GES well in advance of their bonded freight's expected arrival.
Ground transport	Contact GES, the Official Show Carrier for international bonded freight at torontoexhibitorservices@ges.com . GES will transport all consigned goods directly to the Show site with minimum involvement by the exhibiting company. All US shipments will be marked for delivery to GES at the advance warehouse address.
Hand baggage	For Exhibitors who wish to personally bring exhibit goods with them such as hand baggage on an airplane, you must declare all goods to the Canada Customs inspector at the airport, informing them that you are attending the PDAC 2025 Convention and that the event is "registered with Customs". The inspector may give you a document that will allow you to proceed. This document in turn must be given to a GES representative at the Show site when you arrive. At that time, the necessary inbound and return documentation will be prepared.
Private vehicles	If you will be driving in a private vehicle with your goods, it is necessary that you notify GES at least one month in advance so that the proper documentation can be prepared for the border crossing point. This will ensure brief or no delays.
CBSA Customs Letter	Reminder: All International Exhibitors will be sent a copy of the Canada Border Services Agency (CBSA) Customs and Excise letter one month prior to the show. GES will also have access to the CBSA letter. If you have not received this letter one month prior to PDAC 2025, please contact pdacexhibits@pdacevents.ca .
Return shipping	GES personnel will be onsite to coordinate the outgoing materials and freight from the show. It is the Exhibitor's responsibility to ensure that all transportation arrangements have been made.
Surface couriers	The Customs Provider strongly discourages the use of parcel post services such as UPS because they are not a CBSA-bonded carrier, and their limited tracking/proof of delivery capabilities may result in potentially lengthy customs delays and difficulties.

Move-in and Move-Out

View the Move-in Schedules

[Investors Exchange Move-in Schedule](#)

[Trade Show Move-in Schedule](#)

[Trade Show North Move-in Schedule](#)

Move-in

All Exhibitors have a scheduled move-in time. Please view the move-in schedules at the links above, this is where you will find your specific scheduled move-in time based on Exhibitor Booth #.

- The size and complexity of the Show necessitate an orderly move-in to accommodate Exhibitors with large booths or equipment and to ease the traffic in the loading area
- Please review the MTCC: [How to get to the MTCC](#) and the [MTCC Loading Docks Map](#)
- If you cannot move-in on the designated day and time noted on the move-in schedule or if you have a large complex set up, contact Exhibit Management at pdacexhibits@pdacevents.ca to discuss.
- If you require the Loading Dock, it is ONLY available by booking through the MTCC Voyage Control system. The Marshalling Yard for the MTCC is for storage purposes. Please see [Loading Dock Reservation](#) section below.
- All exhibits MUST be moved in and completely installed by 6 p.m. Saturday, March 1, 2025 (Session B Exhibitors - Must be completely installed by 10 a.m. Tuesday, March 4, 2025)
- Some Onsite Exhibitor services will be available until 8 p.m. for last-minute details for those Exhibitors moving in on Friday and Saturday.
- All workers are required to wear an identification pass. Move-in/move-out wristbands will be available at the Freight Desk located on the South and East loading docks, as well as at Registration
- If you are already on the show floor at 6 p.m. during move-in, you may remain until 8 p.m. No entry or re-entry after 6 p.m.

Exhibitor Staff Passes

Access Information for Sunday, March 2

- Exhibitors (with Exhibitor Staff Passes) may access their booth on Sunday March 2, 2025, from 7 a.m. to 10 a.m. to set up small hand carry items only.
- Dollies will NOT be permitted in the exhibit area after 6 p.m. Saturday, March 1, 2025

Health & Safety

PDAC places a major emphasis on the safety of workers on the exhibit floor of the MTCC. PDAC, SHOWTECH and GES have taken steps to limit the potential hazards from both forklift traffic and overhead work in all exhibit halls during Exhibitor move-in and move-out. The Ontario Ministry of Labour (MOL) considers the exhibit floor to be a construction zone during move-in and move-out. We encourage all Exhibitors to be safety-conscious, diligent and to be aware of their surroundings. The exhibit halls are an active construction zone during exhibitor move-in and move-out.

Personal Protective Equipment (PPE)

Under the directive of the Ontario Ministry of Labour all personnel entering construction areas must wear the appropriate personal protective equipment (PPE) consisting of:

- High visibility safety vests
- Steel toe shoes
- CSA approved hard hat (for overhead work areas only)

This is a safety measure to protect display houses, exhibitors and any contractors in areas of freight movement and active mobile lifts. A limited supply of PPE will be available to borrow. **As an Exhibitor, it is your responsibility to inform all members of your team requiring access to the exhibit floors of this requirement and that they must wear PPE. This includes any Exhibitor Appointed Contractors and Shipping/Courier companies you have hired.**

Exhibitors with booth materials that they can hand carry will be permitted to set up between 7 a.m. and 10 a.m. on Sunday, March 2, 2025, then tear down and exit the hall between 12 p.m. and 1 p.m. on Wednesday, March 5, 2025 without PPE. If you are coming in on Sunday morning to set up, please pick up your Exhibitor Staff Passes Friday or Saturday as Sunday morning is an extremely busy time at Registration. No dollies are allowed on Hall floors after 6 p.m. Saturday, March 1, 2025.

Everyone in the exhibit halls during PDAC Convention move-in and move-out are required to comply with the following requirements:

1. From the commencement of the move-in or move-out until all work activity has been completed, all workers will be required to wear Canadian Standards Association (CSA) approved “green patch” safety footwear (toe and sole protection) and a CSA-approved hardhat. PDAC will have a limited inventory of safety footwear, high-visibility vests and hardhats to borrow; however, to speed up your move-in and move-out it is strongly encouraged that everyone brings their own approved protective gear.
2. As required by the OHSA regulation, workers will be denied access to the exhibit floor without the appropriate protective equipment.
3. It is strongly recommended that you limit the number of your staff on the exhibit floor during this time to only those necessary to set up your booth.
4. Specific work activities will require other types of PPE, such as safety harnesses for high work and safety glasses for work with electrical tools. It is your responsibility to ensure your staff working on the show floor understand the requirements and comply with them at all times. Ladders higher than 8’ are not permitted.
5. Children under the age of 16 years are not permitted on the exhibit floor during the move-in/move-out hours.
6. See the MTCC: [**Emergency Procedures, Rigging/Overhead Work Policy, Fire Regulations for Exhibitors**](#) and PDAC: [**Health & Safety Requirements for all Exhibitors**](#)

7. All exhibitors over 400 square feet or performing construction in their booth are required to submit a Form 1000E (Registration of Constructors and Employers Engaged in Construction). The form is to be completed by the employer who is constructing or building the booth. If you are using your own staff to build the booth, complete the form with your own company information. If you are using an EAC, then your contractor must complete the form. Please complete the Registration of Constructors and Employers Engaged in Construction Form found at [here](#).

MTCC Loading Dock Reservations – Voyage Control System

NOTE: Access to the loading docks is by reservation through Voyage Control ONLY. The MTCC Marshalling Yard is available for storage only.

The MTCC uses an on-line loading dock management system for reserving a loading dock date/time, powered by Voyage Control. This service helps you to reserve a time slot for moving your materials directly in/out of the MTCC loading dock. Exhibitors who require the Loading Docks for Move-in and Move-out, **must book a time slot using the MTCC Voyage Control System. Access to the Loading Dock is by reservation only.**

If you require the loading docks, please fill out the [PDAC Voyage Control Request Form](#).

Once reviewed, you will be sent your Access Codes for both Move-in and Move-out, based on your scheduled Move-in Date/time and size of your booth. If you require a different date/time from the schedule, please fill in the “Special Request” field with the date/time required and reason for the change. This will be reviewed.

Once approved, you will receive an email from pdacexhibits@pdacevents.ca with instructions for the MTCC Voyage Control booking system and your Move-in & Move-out access codes.

The Voyage Control booking system will be live on **February 12th, 2025**, to book the loading docks.

Move-out Information

The Voyage Control move-out zones assigned are based on the size of your exhibit booth and if you have GES crate delivery*.

- Zone 1 – 12 p.m. to 2 p.m. – 10'x10' or 10'x20' without GES crate delivery
- Zone 2 – 2 p.m. to 6 p.m. – 10'x10' with crate delivery; 10'x20' or 10'x30' with or without crate delivery
- Zone 3 – 6 p.m. to 10 p.m. – 4 or more booths
- You **MUST** be loading dock ready - completely packed up and ready to load your booth material at the loading dock for the time you have booked. This is enforced by MTCC Docks.

- 30-minute loading time is enforced. Should you require more time to load, please see a staff member at the onsite GES Service Desk for assistance. Once loaded, you must exit the loading docks.
- Please follow all PDAC and MTCC loading dock safety requirements.

*GES crate delivery begins at 1pm in the Exhibit Halls.

NEW Exhibitors can now book loading docks for Move-in and Move-out at the same time. If you have a MTCC Voyage Control account from last year, your log in will remain the same.

Loading Docks – South Building

- South Loading Docks are located on the east side of the MTCC South Building on Lower Simcoe St
- All vehicles must schedule a time on Voyage Control prior to move-in and move-out
- The Exhibition Hall ceiling height is 34', and the load limit of the floor is 1,000 lbs per square foot

Loading Docks – North Building

- East Loading Docks are located on the east side of the MTCC North Building on Simcoe St south of Front St
- The Exhibition Hall ceiling height is 35', and the load limit of the floor is 300 lbs per square foot
- All vehicles must schedule a time on Voyage Control prior to move-in and move-out
- Maximum dimensions for the North Building freight elevator are 11'8"W x 13'6" D x 12' H. Weight maximum is 10,000 lbs. Contact PDAC for questions about weight and dimensions. Please see Heavy Equipment requirements below.

***Please note for both North & South loading docks:**

- Deliveries will have a 30-minute window to remove all items from the loading dock area. Please ensure you have the appropriate number of staff to unload all items within this time frame or fees may apply.
- The Official Show Carrier, GES, is given priority at the Loading Docks during move-in and move-out

Large and/or Heavy Equipment

Would you like to bring equipment to PDAC 2025? Large and/or Heavy Equipment requires approval by PDAC and the MTCC. All other equipment must follow the setbacks outlined in the [Display Rules and Regulations](#) section.

Large and/or Heavy Equipment (Approval by PDAC & MTCC required)

Heavy Equipment is defined as equipment weighing 3,000 lbs or over.

Large Equipment may be any weight, but dimensions exceed the booth setback and height regulations. All equipment displayed and/or demonstrated must be contained within the booth. Overhang or extensions into an aisle or other booths is strictly prohibited. There is no height limitation for equipment on display

provided such equipment is self-supporting, free-standing and in compliance with sight line regulations; hanging of banners, signs, flags and the like are not allowed on boom structures.

Email your request to pdacexhibits@pdacevents.ca. Deadline submission for Large/Heavy Equipment is **January 24, 2025**.

Heavy Equipment email requests must include:

- ☐ All dimensions (Height, Width, Length) and weight of equipment.
- ☐ A photo of the equipment with dimensions assigned
- ☐ A floorplan with the position of equipment and booth materials noted
- ☐ Indicate if your equipment is for Display only or Demonstration. If for demonstration, details of process will be required for Health & Safety requirements.

Once reviewed, and if approved, you will receive an email with details of approval and Move-In and Move-Out requirements with instructions. Please note, arrangements with GES for Heavy Equipment **Move-In and Move-Out** must be followed.

A copy of the approved floorplan positioning must be with the Exhibitor/EAC during Move-In.

Other Equipment Checklist

All other equipment less than 3,000 lbs must follow the setbacks outlined in the **display rules and regulations** section of this toolkit.

If you would like to demonstrate your equipment, you **MUST** submit a request for approval to demonstrate with a detail of the demonstration process. Please include all materials used and Health & Safety provisions. PDAC and MTCC will review and may require additional information.

If you are displaying equipment only, you do not require approval.

All equipment and booth materials must be contained within your booth. Overhang or extensions into an aisle or other booths is strictly prohibited.

If you have any questions or concerns regarding equipment display, please contact Exhibit Management at pdacexhibits@pdacevents.ca.

Onsite Exhibitor Services

Exhibit Management Offices

Exhibit Management maintains offices onsite from Friday, February 28, 2025 - Wednesday, March 5, 2025.

Office hours

Friday, February 28	7 a.m. – 6 p.m.
Saturday March 1	7 a.m. – 6 p.m.
Sunday-Tuesday, March 2-4	8 a.m. – 5 p.m.
Wednesday, March 5	8 a.m. – 2 p.m.

South Building Location: Hall D entrance, Room 825A

North Building Location: Hall C, Room 309

Registration Desks

To access all Exhibit Halls, you must have an approved pass: Exhibit Staff Passes (all days), Move-in and out passes (February 28th, March 1st, March 5th ONLY)

Hours:

Friday, February 28	7 a.m. – 6 p.m.
Saturday March 1	7 a.m. – 6 p.m.
Sunday-Tuesday, March 2-4	7 a.m. – 5 p.m.
Wednesday, March 5	7 a.m. – 12 p.m.

South Building Location: Level 600, Exhibitor Registration.

North Building Location: Level 200, Exhibitor Registration. (Front Street Entrance)

Onsite Exhibitor Official Supplier service offices

South Building Location: Northwest entrance to Hall D, Rooms 809 and 810

North Building Location: Hall C, East Wall

- Several show service contractors (furniture, signs, labour, electrical, official carrier, customs, etc.) will have service personnel onsite throughout move-in and move-out periods
- Except for the show decorator and the official carrier (GES), the service desks will not have personnel available during the show, but will be available by telephone
- Exhibitors who have not placed orders in advance may order services onsite, subject to availability
 - Additional charges may apply
 - Services will be provided on a first-come, first-served basis

Exhibit Hall Access during Move-in/Move-out

All the below options require Exhibitor Staff, EAC, Couriers and contractors to have Move-in / Move-out Passes to access the North and South Exhibit Halls.

- Pick up your Exhibitor Staff Passes and/or Move-in/Move-out Temporary Passes. You will not be permitted access to the show floor without an approved pass.
- South Building Pick up: Level 600 Registration Desk (All Pass Types) and South Freight Desk (only temporary passes available) - Level
- North Building Pick Up: Level 200 Registration Desk (All Pass Types) and North Freight Desk (only temporary passes available).

Move-in/Move-out Options

Option One: Hand Carry

If your exhibit (display and/or product) can be safely hand-carried or easily rolled to your exhibit space.

1. If using private vehicle, use Public Parking: South Building enter off Lower Simcoe St south of Bremner Blvd. / North Building Parking enter on Simcoe St. just south of Front St. There are service elevators in the South Building that have direct access to the parking lot and street level. Do not park or unload in the dock area or you will be towed. Do not park in the MTCC North or South Building front entrance area or you will be towed.
2. Hand-carry or roll your materials to one of the facility's many entrance/exit doors. Please note that dollies are not permitted into the South & North Building main entrances. If you require a dolly, go to Option #2
3. Once you have set up your exhibit, store your cases, cartons, etc. in your own booth area or make your own arrangements for off-site storage. Ensure you remove empty boxes/crates from aisles after unpacking or GES will be required to do so, and fees will apply
4. Retrieve your materials from storage at show close and repack your exhibit/products
5. Hand-carry or roll your materials to your parked vehicle

Option Two: Do it Yourself

If your exhibit materials (display and/or product) are being delivered and picked up by your own vehicle and you need access to the loading dock.

1. Schedule a loading dock through Voyage Control. See the Voyage Control Section above for details.
2. Proceed to the loading docks in the South or North as specified by your Voyage Control loading dock booking date/time. (for move in)
3. Unload your vehicle using your own equipment (pump truck, tailgate dollies and labour)
4. Unloading must be done in a safe and timely manner. Ensure to remove empty crates from loading docks and aisles after unpacking. If GES is required to move any items left behind, fees will apply.
5. If you require a forklift, you must use GES Material Handling service, please see Option 5
6. Move the materials to your booth and ensure you move all your empty crates to the storage area
7. Dollies: Dollies for Exhibitor use will be available at no charge at the MATERIAL HANDLING DESK at the east end of the loading dock in the South Building and the East Loading Dock in the North Building
8. Immediately remove your vehicle from the unloading area
9. Once your exhibit materials are set up, store your excess materials in your booth or make arrangements for storage
10. At show closing, please utilize your Voyage Control scheduled move out time, if you require the loading dock
11. Retrieve your materials from storage
12. Dismantle and pack your exhibit materials
13. When your truck/vehicle is scheduled for the Loading Docks using Voyage Control – load safely within 30 minutes and exit)

NOTE: *If using this option during move-in, you are responsible for clearing the aisles of materials (empty or unused) for storage by 6:00 pm on Saturday, March 1, 2025. All items left in the aisles after that time will be placed in your booth space or assumed to be garbage. Dollies will not be available after move-in from Saturday, March 1, 2025, at 6:00 pm until Wednesday, March 5, 2025 at 1:00 PM.*

Option Three: Exhibitor Appointed Carrier (EAC)

If you are using a common carrier, transport, van line or courier other than the official show carrier.

1. Determine approximately 3 weeks in advance if your carrier is prepared to: unload with their own equipment, take onsite responsibility for your shipment, get a Move-in/Move-out Pass, move your materials to your booth, return your materials to the reloading area, use their own equipment, and reload their vehicle at show closing. In some cases, these carriers are not prepared or equipped to unload, assume responsibility, and deliver your materials to and from your booth as well as reload at show closing
2. If the answer to point one is “yes”, then have the carrier follow the steps outlined in Option 2. If the answer is “no”, then please make arrangements to follow Option 2 or hire the Official Material Handling Contractor, Option 5
3. In all cases your appointed carrier, transport, van line or courier must schedule a time through Voyage Control for both move-in and move-out to access the loading docks

NOTE: *Unless you have hired GES to provide Material Handling services, you are responsible for clearing the aisle of materials (empty and unused) for storage by 6:00 pm on Saturday, March 1, 2025. All items left in the aisles after that time will be placed in your booth or assumed to be garbage.*

Option Four: Official Carrier GES

If you have used the show’s official carrier, GES (ground transportation & air transportation)

1. Your exhibit materials will be transported to the show site as part of your shipping costs.
2. Ground transportation or air freight charges do not cover material handling at the show site. When your exhibit materials arrive at the MTCC, a representative from your company must be present for the unloading of your materials and delivery to your booth. Alternatively, you may consider hiring the services of GES to perform the operations outlined in Option 5.
3. If you do not hire GES directly and are not present at the MTCC for the arrival and unloading of your materials, Show Management has the obligation to use Option 5 at your expense.

Option Five: GES Material Handling

If you choose to hire GES for Material Handling services.

1. Fill out **GES Material Handling** order form
2. Schedule a loading dock time slot on Voyage Control
3. GES will:
 - Meet your vehicle/carrier/truck at show site
 - Complete a receiving report
 - Unload your exhibit, display and products
 - Move the materials to your booth location

- Provide official storage labels
- Move excess materials to designated storage areas
- Return your storage materials at show closing
- Return materials/display/products to load-out area
- Reload your materials on your vehicle

NOTE: *If using this option your vehicle/truck must schedule a loading dock time slot in Voyage Control to obtain show site access.*

You must clear all aisles of materials (empty or unused) for storage by 6 p.m. Saturday, March 1, 2025. All items left in the aisles after that time will be placed in your booth space or assumed to be garbage.

WARNING: If you have not made previous arrangements:

If your company truck, exhibit house, common carrier, transport company, van line, courier or official carrier is given clearance to go to the Loading Docks in the South without one of the preceding options in place, and your vehicle needs assistance to unload and reload, Show Management has instructed GES to perform the Material Handling services outlined in Option 5 at your cost. This decision is made to facilitate the timely and safe move-in and move-out of the Show. All GES charges in this case are the sole responsibility of the Exhibitor and accounts must be paid in full at the GES Service Desk prior to move-out.

Material handling

If you have questions about Material Handling procedures and options, contact GES at 905-283-0500, by email at: torontoexhibitorservices@ges.com or [order online here](#).

Material handling is the movement of goods over a short distance, specifically, receiving exhibit materials at the dock, off-loading from a vehicle, moving and storing empty crates, taking materials to the booth and re-loading at the end of the show

- Typically, this service is charged by weight.
- Variables that affect material handling: There are many variables that can affect the material handling solution your company should utilize in order to get your exhibit material to the show – facility access, show management directives, move-in and move-out schedules and storage space availability to name a few
- Exhibitors who have chosen Option 5, GES Material Handling Services will have storage provided either on the Show floor or off-site in nearby trailers
 - Using the official Empty Crate Storage stickers available at the GES onsite service desk, place empty crates in the aisles
 - It is recommended that you place smaller boxes into larger ones to ensure that they are returned from the storage area
- Exhibitors looking after their own empty crates and cartons must either store them within their booth or remove them from the building
 - Boxes protruding from your booth will be removed and stored at the Exhibitors' expense

- Regardless of the option you select, the move-in schedule must be followed. The move in schedule can be found here.

Move-Out Information

Full Session (Four Day) and Session B Exhibitors (Tuesday-Wednesday): Wednesday, March 5, 2025 | 12 p.m. to 10 p.m.

Session A Exhibitors (Sunday-Monday): Monday, March 3, 2025 | 5 p.m. – 6 p.m.

The show will officially close at 12 p.m. on Wednesday, March 5, 2025. **No dismantling, removal or packing of exhibits or exhibit material is permitted before 12 p.m.** Exhibitors found to be in contravention of this policy will lose priority renewal.

If you require the Loading Docks for Move Out, you must book a time using the Voyage Control System.

- If you require the MTCC loading Docks for PDAC 2025, please email Exhibit Management pdacexhibits@pdacevents.ca for your log in code to create your account on Voyage Control.
- The Voyage Control System for booking your move out date/time will be sent by pdacexhibits@pdacevents.ca to all Exhibitors who booked for move in and who notify PDAC prior to move out.

Service elevators in the South building facilitate and expedite the move-out process by having direct access to the South building parking lot and street level. Four wheeled dollies, pallet jacks or oversized loads can be carried out using the service elevators in Hall F which lead to the parking lot and the street level.

Clear aisles

- All Exhibitors are requested to keep the aisles clear until the aisle carpet has been removed and the crates and cages have been returned
- After the Show has closed, security cages, empty crates and boxes for Exhibitors who are contracted with GES for this service will be brought to the booth as soon as the aisle carpet has been removed

Crate labeling

- Packed crates for outbound shipment must be clearly labeled and left in the booth for pick-up by the GES or other service you are using

Electricity

- At approximately 12:30 p.m. (a half hour after move-out has begun) all electricity to booths will be disconnected

- Should you require continuous power, please contact Showtech Power and Lighting at 416-585-8109 to make special arrangements

Loss of property or damage

- While Show Management will take all reasonable security measures to safeguard exhibits, it assumes no responsibility for loss of, damage to or theft of property of Exhibitors
- Immediate removal of small items will minimize the possibility of loss from theft

Removal of exhibitor material

- All exhibit material must be cleared from the Exhibit Halls by 10 p.m. on Wednesday, March 5, 2025 **Except for Exhibitors who have preauthorized special arrangements.*
- If forced removal of Exhibitor material is necessary, materials will be removed from the floor by GES and delivered to the Loading Dock where it will be loaded onto the Official Carrier's truck
- GES will then deliver the goods to their warehouse and contact the Exhibitor to make arrangements for delivery or pick-up
- Any material not cleared from the Exhibit Halls by 10 p.m. March 5, 2025, will be removed at the expense of the Exhibitor

Security Tips

Move-in

- Use plain boxes, containers and labels that do not identify the products
- Have adequate personnel present at the booth to receive the shipment and take inventory
- Report any discrepancy in goods received to the shipper immediately
- Ensure you have proper insurance coverage

During the Show

- Remove small items from the booth overnight
- Never leave your booth unattended
- Samples, laptops and briefcases are easily stolen so keep them with you
- Consider hiring contract security personnel to watch over your booth area at night as only 24-hour peripheral security is provided
- Report all security and safety incidents to Show Security or Exhibit Management immediately

Move Out

- Have proper Exhibitor identification on all goods
- Remain with your shipment until it is removed from your exhibit area
- Do not leave booths unattended
- Many outsiders have access to the booth area during this busy time

Official Supplier Information – At Your Service

Supplier Name	Service	Contact Info	Order Form	Discount Deadline
AV CANADA	Audio Visual	Gene Hondzio (T) 905 566 5500 ext. 226 (F) 905 566 5511 gene.h@av-canada.com www.av-canada.com	ORDER FORM	14 Days Prior
CONEXSYS LEAD RETRIEVAL	Lead Retrieval	Lead Retrieval Team (T) 1-800-661-5319 order_ca@conexsys.com https://order.conexsys.com/	ORDER FORM	February 14, 2025
D.E. SYSTEMS	Computer Rental	Imran Ahmed (T) 905 696 0092 Toll: 888 427 1166 (F) 905 696 0322 imran@desystems.com	ORDER FORM	
EXHIBITORINSURANCE.COM	Insurance	John Argyropoulos (T) 905 695 2971 ext. 105 (F) 866 296 4199 info@exhibitorinsurance.com	ORDER FORM	Mandatory \$5mil minimum liability
GES CANADA	Show Service Contractor	Exhibitor Services (T) 905 283 0500 (T) 1-877-437-4247 torontoexhibitorservices@ges.com Mon - Fri 8:30 AM - 4:30 PM EST	ORDER FORM Includes: Carpet & underpadding Exhibitor Appointed Contractor Product Displays Seating Tables and counters GES Custom Exhibits GES Exhibit Accessories GES Rental Exhibits GES Signs & Graphics In-Booth Forklift Services Labour, installation & dismantling Material handling Plants & floral	February 14, 2025
GES CANADA	Transportation & Customs	GES Customs & Logistics (T) 905 283 0500 (T) 1-877-437-4247 torontoexhibitorservices@ges.com Mon - Fri 8:30 a.m. - 4:30 p.m. EST	ORDER FORM Includes: Customs Logistics & shipping Shipping Labels	

INDIGO EVENTS	Photography and Videography	info@indigoevents.ca www.indigoevents.ca	ORDER FORM	
METRO TORONTO CONVENTION CENTRE (MTCC)	Facility Utilities	Exhibitor Services (T) 416 585 8387 (F) 416 585 8388 exhibitor-services@mtccc.com Please note: ALL alcoholic beverages must be purchased under the METRO TORONTO CONVENTION CENTRE liquor license. Any product not purchased under our liquor license will be legally confiscated. This includes unopened alcohol included in door prizes.	ORDER FORM Business Centre Flyer Exhibitor Catering Flyer Exhibitor Parking / Booth Cleaning Fire Regulations for Exhibitors Fire Safety Reply Notice to Exhibitor Display Companies Sample Food and Beverage Distribution Provincial Requirements for Exhibiting Electrical Equipment ESA	Fire Safety Reply Deadline: January 25, 2025 Facility Utilities Deadline Date: February 11, 2025 Food and Beverage Order Deadline Date: February 14, 2025
METRO TORONTO CONVENTION CENTRE (MTCC)	Tele-communications (Telephone and Internet)	Telecommunications Department (T) 416 585 3596 (F) 416 585 8275 technology@mtccc.com	ORDER FORM	February 11, 2025
PRINTBRAIN INC.	Printing, Graphic Design & Promotional Items	Joshua Benezrah (T) 416 305 3302 joshua@printbrain.ca	PDF Order Form EXHIBITORS' HANDBOOK Show Specials printbrain.ca promobrain.ca	February 24, 2025
SHOWTECH POWER AND LIGHTING	Electrical, Lighting, Mechanical, Sign & Banner Hanging	Tracy Landry (T) 416 585 8109 (F) 416 585 8255 TLandry@showtech.ca	ORDER FORM Includes: Electrical Services Lighting Services Mechanical Services Sign and Banner Hanging	February 7, 2025
TONE-GAR SECURITY SERVICES INC.	Security	Treena Didine (T) 416 885 1946 treena@tone-gar.com	PDF Order Form	February 14, 2025
HST/GST REBATE	CRA GST386 Rebate Application for Conventions		ONLINE FORM	

Venue Information

Emergency Procedures

Please familiarize yourself with the Emergency Procedures at the Metro Toronto Convention Centre by [clicking here](#).

Fire Regulations

The purpose of these requirements is to maintain an acceptable level of fire safety within the Metro Toronto Convention Centre. The fire protection systems built into the Convention Centre have been designed to protect against the hazards which are typical of conventions and exhibitions. The objective of these requirements is to limit the hazards of contents and operations within the Convention Centre to a level which can be controlled by the building fire protection systems.

View Fire Regulation for Exhibitors by [clicking here](#).

MANDATORY: All Exhibitors must complete a Fire Safety Reply no later than **January 25, 2025**.

Complete Fire Safety Form by [clicking here](#).

Return completed forms to:

Metro Toronto Convention Centre, Operations Department
255 Front Street West, Toronto, Ontario M5V 2W6
T: (416) 585-8135 | E: FireSafetyReply@mtccc.com

How to Get to the MTCC

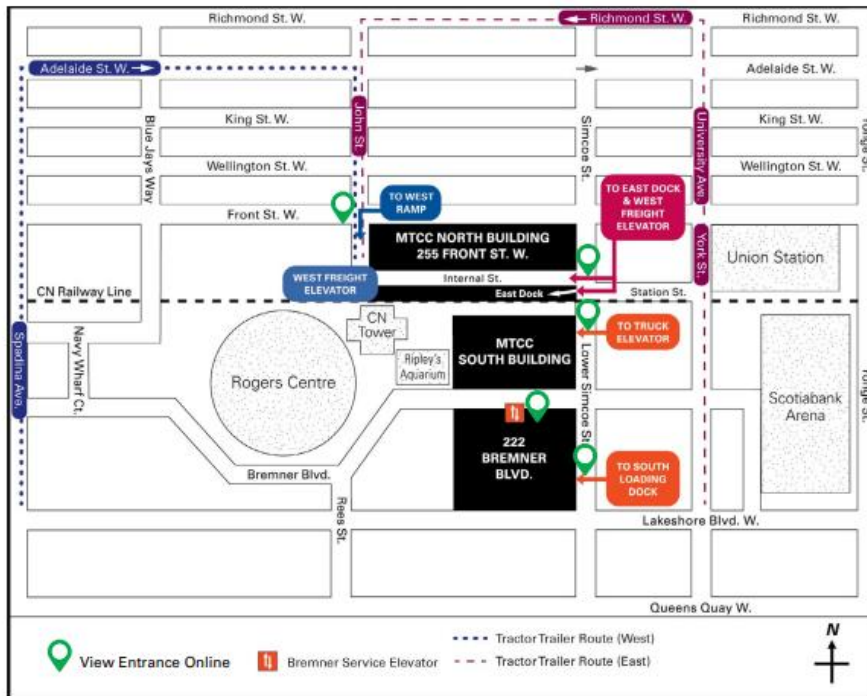
For detailed directions on how to get to the MTCC, [click here](#).

Voyage Control

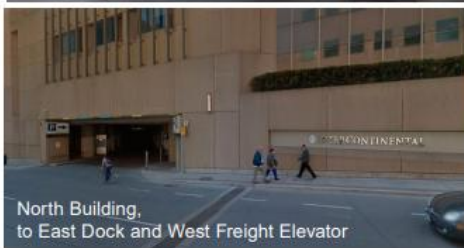
MTCC is the first convention centre in North America to use the Voyage Control app to facilitate exhibitor move-in. It allows exhibitors to easily pre-reserve a time on their mobile device for unloading exhibitor/booth materials instead of being redirected to the marshalling yard. This results in a time savings of approximately 20 minutes per exhibitor and reduces traffic and carbon monoxide emissions in the local area.

Exhibit Management will send an email to Booth Representatives with an access code in Feb 2025.

Loading Docks Map



Map is not to scale
03/22



MTCC Recycling Program

A large volume of material goes into creating a successful event – from cardboard boxes, pallets, and Styrofoam for shipping, to carpet and decor which make the space look fabulous. Not to mention the food and beverages consumed and enjoyed throughout. Although much of this material is used up during the event, or saved and reused afterward, a lot gets thrown out.

To this end, the Metro Toronto Convention Centre (MTCC) has developed an aggressive waste reduction program.

View the Exhibitor Recycling Program by [clicking here](#).

Rigging / Overhead Work

This policy applies to all overhead work at the Metro Toronto Convention Centre. This policy is also supplementary and/or to complement other relevant and applicable legislation (such as OHSA), other existing building health and safety policies, and the contractor's own policies given to their workers.

Rigging installation affixed to any Centre structure is an exclusive service provided by SHOWTECH Power & Lighting.

View the complete Rigging / Overhead Work Policy by [clicking here](#).

Exhibitor Promotion

Social Media for Exhibitors

PDAC has created this social media guide to help you engage with other attendees and get the most out of your exhibiting experience. The beauty of social media is that it is free, fun and instant. It allows you to connect and share information, photos, videos, news, documents or music at the click of a button.

Effective social media starts with a plan. This document will help you to get the most out of your social media at PDAC 2025.

PDAC will post information about the convention before, during and after the event. If you haven't already done so, connect with our social media accounts now and share, comment and like our posts!

Follow us on X/Twitter: [@the_PDAC](#)

Like us on Facebook: [@thePDAC](#)

Follow us on LinkedIn: [ThePDAC](#)

Follow us on Instagram: [@PDAC_official](#)

Subscribe to our YouTube channel: [thePDAC](#)

Join the conversation - use the hashtag #PDAC2025

To keep everyone involved in the same, relevant conversation on social media, always use a hashtag. **Use the hashtag #PDAC2025 to join the conversation.** This is how you will track what others are saying, enhance the exposure of your post, and ensure your posts appear in the same online conversations.

Tips for using social media at PDAC 2025

1. Make a plan

Set some goals. Maybe it is to meet with another Exhibitor because of online discussion or to increase your Twitter followers by 50. Choose the best social media channel for you (Facebook, Twitter, LinkedIn, Instagram) and keep the content frequent and interesting. For best results, use a photo and link in each post. If you have a team of people at the convention, designate a leader to oversee operation of social media while onsite.

2. Connect with others

Interact with the social media accounts of speakers, businesses, representatives, government officials and event organizers to build online relationships in advance. Encourage your stakeholders and colleagues to get involved in your social discussions for greater reach. In return, support your stakeholders and colleagues' social accounts with re-tweets, likes, shares and comments. Tag accounts where you can for greater reach and awareness, including PDAC!

3. Plan ahead

Consider a program to schedule your posts in advance or try to plan something that you can publish each day. Tweetdeck, Loomly, Buffer and Hootsuite are popular management tools. And remember; always use the #PDAC2025 hashtag.

4. Suggested posts

Original content will help you stand out. Include photos where possible. Struggling to find something to write? Here are a few suggestions:

1. Find me at booth XX at #PDAC2025
2. Looking for information about XX? I can help! Find me in the Trade Show/Investors Exchange at #PDAC2025
3. I am looking to connect with someone about XX. If that's you, let's catch up #PDAC2025
4. I'm in the business of XX and can help you with XX. Learn more by visiting me at booth XX at #PDAC2025
5. Let's connect and find ways to benefit both our businesses #PDAC2025
6. 6. Have you visited the Trade Show/Investors Exchange at #PDAC2025 yet? Visit us at booth XX and we can discuss XX

Logo Guidelines

PDAC has created this special "Exhibitor" logo to assist you in promoting your participation in PDAC 2025 and help you get the most out of exhibiting at the convention.

You may use this logo in your signature block, on your website, on social media, or in printed materials to advertise your participation in PDAC 2025 and encourage attendees to visit your booth at the convention.

If you use the logo electronically, please link it to the PDAC Convention website:

www.pdac.ca/convention.

Terms of Use:

- **Use of logo:** You received this logo because you are a registered PDAC 2025 Exhibitor. Please do not forward or share this logo with any other company or organization. Only registered Exhibitors can use this exclusive logo.
- **White space:** To protect the integrity of the logo, the logo must be surrounded by a minimum amount of space. This reserved space is known as the “buffer zone.” It is the minimum distance at which other elements, such as type, photographs, and illustrations, can be placed near the logo. The size of the buffer zone is equal to the width of the PD in the PDAC symbol. The buffer zone is always proportional to the size of the logo being used and must not be altered.
- **Altering the logo:** Do not stretch or alter the logo in any way. PDAC reserves the right to deny usage of the logo if used inappropriately. PDAC, and not the Exhibitor, will determine if it is used inappropriately.

We hope that you will use the logo and promote your participation in PDAC 2025 to your networks.

For Logo downloads, please [click here](#).

Exhibitor Spotlight

Due to popular demand, PDAC is delighted to present the Exhibitor Spotlight opportunity once more!

Looking for a chance to promote your booth at PDAC? Would you like to increase your visibility and maximize your presence? Apply to be part of our Exhibitor Spotlight! Tell us what makes your exhibit unique – what is your company doing that makes you stand out?

New for 2025: Successful Exhibitor Spotlight applicants will be given a 15-minute presentation time slot at the new Northern Lights Learning Hub theatre and lounge located right on the Trade Show North floor. This is your opportunity to highlight your company’s projects, products and services.

Other benefits include:

- Feature in the Convention Program
- Listing on the PDAC Convention website on a dedicated page with a link to your website
- Company name highlighted on the onsite exhibitor directory
- Receive a specialty Exhibitor Spotlight logo

- Free advertisement in a dedicated social media blast by PDAC
- Name recognition in PDAC 2025 Convention Crosscut sent to 20,000+ subscribers
- Given an “Exhibitor Spotlight” sign to place in your company’s booth

There is no additional cost to participate in this opportunity. Please note that winners will continue to exhibit in their current booth and will still be responsible for the full booth fee.

Applications will be reviewed by the Exhibitor Spotlight Committee and successful applicants will be chosen based on their paragraph submission. Don’t miss this chance to advertise your booth! Application deadline date is **December 7, 2024 at 5 p.m. ET.**

[APPLY NOW!](#)

***Globe and Mail* Special Report: Investing in Mining & Exploration: PDAC 2025**

The Globe and Mail is the official national newspaper and media partner of PDAC 2025. They plan to publish a special national feature called “Investing in mining and exploration” in conjunction with PDAC. It is strategically timed to publish on February 28th and aims to offer excellent exposure for the convention. *The Globe and Mail* is the #1 newspaper brand in Canada reaching more senior executives, business owners, professionals, and Investors with over \$500K in assets, than any other measured individual publisher brand.*

(*Source: Vividata SCC Spring 2024, National 18+, Globe Print/Digital Weekly).

To learn more about the topics under consideration and the opportunity to receive bonus content integrated within the feature when you book space, please reach out to Richard Deacon, at rdeacon@globeandmail.com or view this [flyer](#).

Reach out for this high-in-demand feature, space closes **January 20th.**

TMX Newsfile Press Release Services

TMX Newsfile is pleased to offer all PDAC 2025 Exhibitors Complimentary Press Release Services to announce your attendance at PDAC 2025! For more information and to use this service, please [click here](#).

North Meeting Space

Free semi-private meeting rooms are available for one-hour bookings per day per attendee. Each room can fit up to 10 people maximum and includes one power outlet.

New location:

MTCC, North Building, Level 200, Room 201

Exhibitor-only booking is now open: [Book now](#)

Booking will be available starting **January 8, 2025** for everyone.

An attendant will also be onsite to accept walk-in reservations on a first-come, first-served basis beginning Sunday, March 2 at 9 a.m.

Hours of Operation:

Sunday	9 a.m. - 5 p.m.
Monday	9 a.m. - 5 p.m.
Tuesday	9 a.m. - 5 p.m.
Wednesday	9 a.m. - 12 p.m.

For more information about the North Meeting Space, please email nms@pdac.ca.