



2026

THE WORLD'S PREMIER
MINERAL EXPLORATION
& MINING CONVENTION

EXHIBITOR CHECKLIST

November

- ☐ Book your [hotel](#) with discounted rates.
- ☐ Review the [Exhibitor Toolkit](#) for helpful planning tools, rules and regulations.
- ☐ 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/furniture and place your order with [GES](#) by **Feb. 13, 2026**.
- ☐ Apply for the [Globe & Mail Invest in Mining](#) feature - deadline is **Dec. 5, 2025**.
- ☐ Apply for [Exhibitor Spotlight](#). Applications open **Nov. 3, 2025** to **Nov. 28, 2025**.

December

- ☐ Assemble a team to staff the booth for show hours.
- ☐ Register your team for exhibitor passes at <http://events.pdac.ca>. Booth rep will be notified via email in **early December**.
- ☐ Order/prepare products, signage, literature, and any other materials for your booth. Check out our **Official Suppliers** section of the [Exhibitor Toolkit](#) for order forms and supplier contacts.
- ☐ Exhibitors can book complimentary [North Meeting Space](#) prior to it opening up for general attendees.

January

- ☐ If your exhibit includes four or more booths, you are required to submit your floorplan for approval to pdacexhibits@pdacevents.ca by **Jan. 9, 2026**. See **Display Rules and Regulations** section of the [Exhibitor Toolkit](#) 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 Jan. 24, 2026**.
- ☐ If you are using Exhibitor Approved Contractor (EAC), you must do the following:
 - ☐ Provide them with the **Display Rules and Regulations** section of the [Exhibitor Toolkit](#) 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 of the [Exhibitor Toolkit](#) for more information.
- ☐ Schedule your time for move-in on **Voyage Control** if you require the loading docks for Move-In. Look for an email by **Dec. 10, 2025** with instructions on how to get a Voyage Control Move-in Code.
- ☐ **REQUIRED:** Ensure you have **exhibitor insurance** and keep your proof of insurance with you at your booth. More information can be found in the [Exhibitor Toolkit](#).
- ☐ **REQUIRED:** Submit your [Fire Safety Reply](#) by **Jan. 26, 2026**, to the MTCC at FireSafetyReply@mtccc.com.



2026

THE WORLD'S PREMIER
MINERAL EXPLORATION
& MINING CONVENTION

- ☐ Order furniture, carpeting, A/V services and other services required by **early February** for early bird pricing where applicable. See the **Official Suppliers** section of the [Exhibitor Toolkit](#) for forms, 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**
- ☐ Announce your attendance at PDAC 2026 by using the complimentary [TMX Newsfile Press Release Service](#)
- ☐ 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 Feb. 10, 2026**.
- ☐ [Order Food & Beverage](#) through the MTCC – **deadline is Feb. 13, 2026**.
- ☐ [MTCC Alcohol Waiver](#) (Mandatory) is due to MTCC by **Feb. 13, 2026**.
- ☐ [Advance Shipments](#) to GES warehouse – **Jan. 26, 2026 to Feb. 20, 2026 | 9 a.m. - 3 p.m.**
- ☐ 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** of the [Exhibitor Toolkit](#) 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** section of the [Exhibitor Toolkit](#).
- ☐ [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](#).
- ☐ 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! Available 1 hr prior to show open on all days.
- ☐ Visit the complimentary water stations located Investors Exchange, Booth 3218, Trade Show, Booth 1445 and Trade Show North, Booths 6106N & 8234N.
- ☐ Check out our [Services Onsite](#)
- ☐ [Enjoy PDAC 2026!](#)
- ☐ Complete exhibitor survey – check your email after the event!