

PROSPECTORS & DEVELOPERS ASSOCIATION OF CANADA



2024

**THE WORLD'S PREMIER
MINERAL EXPLORATION
& MINING CONVENTION**

MARCH 3-6 Metro Toronto Convention Centre, Toronto, Canada

EXHIBITOR TOOLKIT

This comprehensive toolkit is specifically designed for exhibitors, providing you with a wealth of resources and tools tailored to optimize your overall impact at PDAC 2024.

LEARN MORE www.pdac.ca/convention/exhibits/exhibitor-toolkit

Table of Contents

General Show Info	4
Location.....	4
Dates & Times.....	4
FAQ.....	5
Contact info	5
Checklist	5
Rules and Regulations	6
Exhibitor Terms and Conditions.....	6
Display Rules and Regulations.....	6
Section 1 – Display Rules and Regulations that apply to All Exhibitors	7
Section 2. Display Rules and Regulations specific to Exhibitors with Standard Booths (1 to 3 booth spaces).....	11
Section 3. Display Rules and Regulations specific to Exhibitors with 4 or more booth spaces	12
Attendee Code of Conduct.....	14
Caution Against Fraudulent lists	15
Exhibiting Info	15
What’s Included in your Booth	15
Exhibitor Badge Registration	15
Hotel Info	16
Shipping and Customs.....	16
Option One: Using the Official Show Carrier for Ground or Air transportation	16
Option Two: Using A Transport Van Line or Company Vehicle	17
Option Three: Direct Delivery to Show Site by Local Courier	18
Ground Shipment.....	18
Customs	19
Shipping and Customs	19
Move-in / Move-Out	20
View the Move-in Schedules	20
Move-in.....	20

Exhibitor Staff Passes.....	21
Health & Safety	21
MTCC Loading Dock Reservations – Voyage Control System	22
Exhibit Hall Access during Move In/Out.....	24
Move In/Move Out Options.....	24
Material handling	27
Move-Out Information	27
Security Tips.....	28
Sustainable Exhibition Practices	29
At Your Service – Official Supplier Info.....	30
AV Canada	30
Conexsys	31
DE Systems.....	31
ExhibitorInsurance.com	31
GES	32
Indigo Events	33
Metro Toronto Convention Centre	33
PrintBrain.....	34
Showtech Power and Lighting	34
Tone-Gar Security.....	34
HST/GST Rebate.....	35
Venue Information.....	35
Emergency Procedures.....	35
Fire Regulations.....	35
How to Get to the MTCC.....	35
Loading Docks Map.....	36
Voyage Control.....	37
MTCC Recycling Program.....	37
Rigging / Overhead Work	37
Exhibitor Promotion.....	37
Social Media for Exhibitors.....	37

Exhibitor Toolkit

Logo Guidelines	38
Exhibitor Spotlight	38
Globe and Mail: Investing in Mining & Exploration	39
Newsfile Press Release Services	39
North Meeting Space.....	39

General Show Info

Welcome and thank you for choosing to be an exhibitor at PDAC 2024 – The World’s Premier Mineral Exploration & Mining Convention.

Please take a moment to read the Exhibitor Toolkit which will provide you with all the necessary information for the preparation and installation of your exhibit. Processing your orders at your earliest convenience will allow us and the service contractors to provide you with the best possible rates and service.

Location

MTCC – North Building

255 Front St W
 Toronto, Ontario M5V 2W6
 (Trade Show North)

MTCC – South Building

222 Bremner Blvd
 Toronto, Ontario M5V 3L9
 (Investors Exchange, Core Shack, Prospectors Tent, Trade Show)

Dates & Times

Exhibitor Move-In

March 1, 2024	8:00 AM - 6:00 PM	Trade Show & Trade Show North
March 2, 2024	8:00 AM - 6:00 PM	Trade Show, Trade Show North, and Investors Exchange (including Investors Exchange Session A, Core Shack Session A and Prospectors Tent)
March 5, 2024	8:00 AM - 10:00 AM	Investors Exchange Session B and Core Shack Session B

Show Hours

March 3, 2024	10:00 AM - 5:00 PM	March 5, 2024	10:00 AM - 5:00 PM
March 4, 2024	10:00 AM - 5:00 PM	March 6, 2024	9:00 AM - 12:00 PM

Exhibitor Move-Out

March 4, 2024	5:00 PM - 6:00 PM	Investors Exchange Session A and Core Shack Session A
March 6, 2024	12:00 PM - 10:00 PM	Trade Show and Investors Exchange

FAQ

A complete list of Frequently Asked questions regarding Convention and Exhibits can be found online by clicking [here](#).

Contact info

Trade Show & Trade Show North

Jessica Provencher
jprovencher@pdac.ca
416 362 1969 ext. 240

Investors Exchange, Core Shack, Prospectors Tent

Gillian Blakey
gblakey@pdac.ca
416 362 1969 ext. 228

Manager, Convention Exhibits

Amy Buchanan, CMP
abuchanan@pdac.ca
416 362 1969 ext. 248

Exhibit Management

pdacexhibits@pdacevents.ca
647 362 8442 ext. 2

Event Organizer

Prospectors & Developers Association of Canada
800-179 University Avenue
Toronto, Ontario M5H 3B3
<https://www.pdac.ca/>
<https://www.pdac.ca/convention>

Exhibitor Checklist

November-February

- 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
- Confirm your booth design/structure and place your order with [GES](#) by early February
- Order/prepare products, signage, literature, and any other materials for your booth. See the [At Your Service - Official Supplier Info](#) for order forms and supplier contacts
- Order furniture, carpeting, A/V services and other services required by early February for early bird pricing where applicable. Order here: [At Your Service - Official Supplier Info](#)
- Submit customs and shipping forms to GES, if applicable here: [GES Shipping and Customs](#)
- Assemble a team to staff the booth for show hours. Please note, you must staff your booth by Sunday at 10:00 AM and Exhibitors must not pack up until Noon 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.
- Apply for a Globe & Mail special national feature, [see details here](#). Deadline is January 8th, 2024. Apply now!

January

- If your exhibit includes four or more booths, submit your floor plan for approval to pdacexhibits@pdacevents.ca by January 12, 2024. Floorplans are required only for 4 or more booths.

- Promote your PDAC booth! Please see the [Newsfile Press Release Service Section](#) and [Download the Exhibitor Logo Section](#)
- Required: Ensure you have [exhibitor insurance](#) and keep your proof of insurance with you at your booth. *Do NOT send a copy to PDAC*
- Required: Submit your [Fire Safety Reply](#) by January 26, 2024, to the MTCC at FireSafetyReply@mtccc.com

February

- Prepare your booth materials for shipment and be sure to pack and ship all necessary tools for your booth set up
- Schedule your time for move in on Voyage Control if you require the loading docks for Move-In
- Order a MTCC parking pass [Order link here](#)
- Be sure to review all health and safety protocols in this Exhibitor Tool Kit. 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, 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 this Exhibitor Tool Kit.
- Enjoy PDAC 2024!**

Rules and Regulations

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 2024 Convention.

Please review the Exhibitor Terms and Conditions by [clicking here](#).

Display Rules and Regulations

The Display Rules and Regulations provides information and requirements specific to exhibitors at PDAC 2024.

The rules and regulations are divided into 3 sections:

1. [Section 1 –Display Rules and Regulations that apply to All Exhibitors](#)
2. [Section 2 –Display Rules and Regulations specific to Exhibitors with Standard Booths \(1 to 3 booths spaces\)](#)

3. [Section 3 – Display Rules and Regulations specific to Exhibitors with 4 and or more Booth Space \(Pavilion, Island, or In-Line Pavilion\)](#)

Section 1 – Display Rules and Regulations that apply to All Exhibitors

Inclusions with each 10' x 10' booth rental

- 8' white back drape*
- 3' white side drape*
- One 1500-watt, 120-volt (12-amp) duplex electrical outlet

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

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

*Carpeting

- Halls B, C in North Building and D, E in South Building of the MTCC are NOT carpeted
- Investors Exchange only:
 - Hall F & G of the MTCC are carpeted (Please see the Investors Exchange move in floorplan, only the **purple booths** have industrial grade carpet)

- If you do not use GES, and exhibitors lay down their own booth carpet over the existing carpet in the venue, you are required to protect it before booth carpet is installed. For example, a protective sheet of visqueen, tarpaulin or a comparable material to eliminate damages.
- Show Management carpets all aisles and public areas as required
- It is recommended that you equip your booth with carpet,
 - GES, the Official Show Supplier, can supply appropriate carpet, or you may bring your own. If ordering from GES, 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*

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 \$3,000,000
- 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 2024: 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 1 to March 6, 2024 *

*March 1st and 2nd are move in dates and March 3rd to 6th are the Convention dates.

Safety

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, 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 is being sought. Exhibitors may do so using the forms found in *Ontario's Provincial Requirements for Exhibiting Electrical Equipment ESA*. Please see 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.

General Rules & Regulations for Construction/Design (all booth sizes)

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 26, 2024. Click here for [MTCC Fire Safety Reply form](#).**

Large and heavy equipment

- All Large and Heavy Equipment requires approval from PDAC and the MTCC, with consultation with GES. It is the responsibility of the Exhibitor to inform Show Management of any heavy or large equipment being displayed for approval. If the Exhibitor fails to inform Show Management,

the Exhibitor may be denied access to the show floor. Please contact Exhibit Management at pdacexhibits@pdacevents.ca

- 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
- Exhibitors bringing in large or heavy equipment must adhere to the show move-in/move-out schedule and contact GES for further information once Equipment has been approved.
- Please see [Move In / Move Out Section](#) for more details

Specific to South Building Exhibitors

- The load limit of the show floor is 1,000 lbs. per square feet

Specific to North Building Exhibitors

- All large and heavy equipment must be transported by an Elevator.
- Maximum dimensions for Hall B & C freight elevator are 11'8' W x 13'6" D x 12' H. Weight maximum is 10,000 lbs.
- The Exhibition Hall ceiling height is 35', and the load limit of the floor is 300 lbs per square foot
- If you are bringing heavy equipment, *after you are approved*, you must contact GES at torontoexhibitorservices@ges.com with weight and dimensions. Deadline for Large and Heavy Equipment submissions to PDAC is **February 1, 2024**.

Visibility & Sight Lines

- All Exhibitors must maintain "**reasonable sight lines**" from the aisle line, regardless of the size of exhibit
- 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 retains the right to restrict or prohibit a booth floor plan if it is found to be in violation of the conditions noted above
- Displays must be confined to the Exhibitor's contracted booth space and must not obstruct the clear view of fire apparatus, exits or service corridors

Signage Regulations

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 booth. 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.

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 bottom of the balloon is no higher than 8' from the ground

- No more than 6 balloons per 10' wide booth space, each individual 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 are interested in having helium balloons at your booth. A MTCC helium balloon authorization form will need to be completed and submitted for approval.

Section 2. Display Rules and Regulations specific to Exhibitors with Standard Booths (1 to 3 booth spaces)

Please note, floorplans are **NOT** required to be submitted for Standard or Inline Booths of 3 or less booth spaces. If you have any concerns about your specific design following regulations, please contact pdacexhibits@pdacevents.ca for clarification.

Wall Height Restrictions

- A standard booth is 10' wide in a straight line and 8' maximum in height
- Back walls: Maximum height permitted is 8'
- Side walls: Maximum height permitted is 8'
 - Must be set back at least 5' from the aisle line
 - Extending 5' from the aisle line, the maximum height for side walls is 4'

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 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](#).

Signage Regulations

- **Height:** Signs placed within the booth may not exceed the booth height of 8'
- **Overhead hanging signage is NOT permitted.** Overhead signs will not be approved for exhibitors with fewer than four 10' wide booths.
- **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

Please contact **Showtech Power and Lighting** to order electrical services. For under carpet, refer to the [Booth Layout form here](#) and return the form to Showtech. **Advance pricing deadline February 9, 2024. Standard rates apply after.**

Section 3. Display Rules and Regulations specific to Exhibitors with 4 or more booth spaces

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

Floor Plan Submission Requirements

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 12, 2024.**

- 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 set back measurements) for all booth structures, heavy equipment and hanging sign.
- Any exhibitor interested in increasing booth space vertically – i.e., Double-Decker Booth – are 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, 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.

If ordering services for under carpet and/or overhead hanging services, please refer to the Showtech Power & Lighting [online order link here](#). This is **due January 12, 2024** (Floorplan deadline date).

Island/Pavilion Requirements

Island/Pavilion booths is a block of four or more, 10' wide booths with 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

In-line Pavilion Requirements

An in-line pavilion is a large block of in-line booths spanning one or more aisles.

- The integrity of the aisles must be maintained at all times.
- Maximum wall height permitted is 8'
- Walls of solid construction must be set back at least 5' from the aisle line
- Perimeter walls, regardless of height, are **NOT** permitted

Booth material: Show Management will consider booth construction materials when reviewing floor plans. If walls are constructed of plexi or transparent materials, Show Management reserves the right to be flexible with the wall height and set back regulations outlined above.

Sight lines: All island and pavilion booth designs must provide "reasonable sight lines" to ensure surrounding exhibits are visually accessible. See the "**Visibility & sight lines**" section above.

Installation: Ladders that are higher than 8' are not permitted

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

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 prior to 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 prior to the show.

Overhead Hanging Sign: The sign must be set back from the perimeter of the aisles as follows:

- Must be set back 3' from all aisles.
- 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 **exhibiting organization name is to be displayed.**
- No double halo signs.
- Overhead hanging signs **must** be included in your floorplan submission.

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. [Please click here for the form.](#) **Due January 12, 2024.** (Floorplan deadline date).

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 by [clicking here](#).

Caution Against Fraudulent lists

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

Learn more about PDAC's privacy policy by [clicking here](#).

Exhibiting Info

What's Included in your Booth

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 in person 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" 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, 2024)
- Company listed on PDAC website and on the onsite directory
- Four Exhibitor Staff Passes (does not grant access to the Technical, Indigenous, Sustainability, or Capital Markets Programs)

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

Exhibitor Badge Registration

The booth representative must login at <http://events.pdac.ca> to assign exhibitor staff passes. 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, 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.

Hotel Info

Hotel rates and information have been posted to the PDAC Convention website. Each hotel has their own rates and policies (e.g., minimum stay requirements, cancellation policies etc.). Please read the requirements of each hotel carefully on their websites (linked below).

Book directly with your hotel(s) of choice. PDAC does not manage hotel reservations. PDAC also does NOT use 3rd party housing bureaus.

For more information and to book your hotel, please [click here](#).

Shipping and Customs

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

GES is the Official Supplier for 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

After selecting from Options 1-3 above, you may choose to transport your materials via ground or air.

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 1, 2024 to February 23, 2024.**
- All goods must be scheduled to arrive at the warehouse no later than **February 23, 2024.**
- **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 the [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 2024, Exhibit Management at 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 Customs Services](#).

Shipping and Customs

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 2024 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 2024, 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 due to the fact that 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 / 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 necessitates 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 Cindy Graham 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 6:00 pm Saturday, March 2, 2024 (Session B Exhibitors - Must be completely installed by 10:00 am Tuesday, March 5, 2024)
- Some Onsite Exhibitor services will be available until 8:00 pm 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 Passes 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 6:00 pm during move-in, you may remain until 8:00 pm. No entry or re-entry after 6:00 pm.

Exhibitor Staff Passes

- Access Information for Sunday March 3rd
- Exhibitors (with Exhibitor Staff Passes) may access their booth on Sunday March 3, 2024, from 7:00 am to 10:00 am to set up small hand carry items only.
- Dollies will NOT be permitted in the exhibit area after 8:00 pm Saturday, March 2, 2024

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 7:00 am and 10:00 am on Sunday, March 3 2024, then tear down and exit the hall between 12:00 pm and 1:00 pm on Wednesday, March 6, 2024 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 8:00 pm Saturday, March 2, 2024.

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 OSHA 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 absolutely 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.

This loading dock management system not only saves you time, but also helps reduce CO2 emissions in the local area.

All Booth Representatives will be sent a link with instructions and access code as follows:

Move In Codes will be emailed on **February 15, 2024**

Move Out Codes will be emailed on **March 4, 2024**

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 or report to the Vehicle Marshalling Yard for access 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 GES with weight and dimensions for final approval by February 1, 2024.

***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 or Heavy Equipment

- If you are bringing in Large or Heavy Equipment or machinery which may require special handling equipment, it is extremely important to email PDAC Exhibit Management at pdacexhibits@pdacevents.ca. Exhibit Management will review with MTCC for the required approvals depending on the size/weight. Once approved/reviewed, Exhibitors need to make proper arrangements for move-in, onsite support and move-out with GES.
- If you are planning to ship heavy equipment, [please contact GES](#) to provide the details of your equipment and planned shipping schedule.
- It is important to have proper scheduling in place to ensure that move-in and move-out goes smoothly for all Exhibitors.

Onsite Exhibitor Services

Exhibit Management Offices

Exhibit Management maintains offices onsite from Friday, March 1, 2024 - Wednesday, March 6, 2024

Office hours

Friday & Saturday March 1-2 7:00 AM - 6:00 PM
Sunday-Tuesday, March 3-5 8:00 AM - 5:00 PM
Wednesday, March 6 8:00 AM – 2:00 PM
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 (March 1st, 2nd, 6th ONLY)

Hours:

Friday, March 1, 2024 7:00 AM – 6:00 PM
Saturday, March 2, 2024 7:00 AM – 6:00 PM
Sunday, March 3 to Tuesday March 5, 2024 7:00 AM – 5:00 PM
Wednesday, March 6, 2024 7:00 AM – 12:00 PM
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
- With the exception of 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/Out

All of the below options require Exhibitor Staff, EAC, Couriers and Move In/Out contractors to have Move In / Out Passes to access the North and South Exhibit Halls.

- Pick up your Exhibitor Staff Passes and/or Move In/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 2, 2024. 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 2, 2024, at 6:00 pm until Wednesday, March 6, 2024 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 2, 2024. 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 [click link here](#).
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 6:00 pm Saturday, March 2, 2024. 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 6, 2024, 12:00 PM to 10:00 PM.

Session A Exhibitors (Sunday-Monday): Monday, March 4, 2024 5:00 PM – 6:00 PM

The show will officially close at 12:00 pm on Wednesday, March 6, 2024. **No dismantling, removal or packing of exhibits or exhibit material is permitted before 12:00 pm.** 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 2024, please email Cindy Graham 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 pm (a half hour after move-out has begun) all electricity to booths will be disconnected
- Should you require continuous power, please contact SHOWTECH POWER & LIGHTING at 416 585 8109 to make special arrangements

Heavy equipment move-out

- It is the responsibility of all Exhibitors with heavy equipment to contact the GES Freight Department at 905 283 0500 for move-out scheduling

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 10:00 pm on Wednesday, March 6, 2024 **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 10:00 pm March 6, 2024, 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

Sustainable Exhibition Practices

We are proud to employ every opportunity to put our environmental stewardship policies into practice. At the PDAC 2024 Convention in Toronto, we've created one of our most sustainable efforts yet, from both a material and waste standpoint, as well as 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 the use of renewable energy sources, and carefully planning transportation and logistics to minimize emissions.

Additionally, there is also a need for conscious decision-making in terms of materials used for construction and exhibition displays. Opting for recyclable or eco-friendly options can greatly aid in reducing waste generation.

Consider the following:

- rent a lead retrieval scanner and share marketing materials electronically vs. printed copies
- Choose certified post-consumer recycled paper and vegetable-based inks
- Print locally to reduce emissions, and make your print timeless (not date specific) so it can be reused (Official Supplier [PrintBrain](#))
- Use reusable, recyclable, or biodegradable packaging when shipping
- Use a booth made from recycled materials, that creates no waste and can be used again and again

Below are a few additional resources that offer sustainable solutions throughout all aspects of exhibitions.

Sustainability 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](#)

[Sustainable exhibiting for exhibitors](#)

GES

<https://insights.ges.com/us-blog/exhibitions-go-from-wasteful-to-sustainable>

<https://insights.ges.com/press-releases/ges-achieves-environmental-sustainability-recertification>

At Your Service – Official Supplier Info

AV Canada



<p>Services: Audio Visual</p> <p>Contact: Gene Hondzio (T) 905 566 5500 ext. 226 (F) 905 566 5511 gene.h@av-canada.com www.av-canada.com</p>	<p>Discount Deadline Date: 14 Days Prior</p> <p><u>ORDER FORM</u></p>
--	---

Conexsys



<p>Services: Lead Retrieval</p> <p>Contact: Lead Retrieval Team (T) 905-405-8415 ext. 0 order_ca@conexsys.com</p>	<p>Discount Deadline Date: February 23, 2024</p> <p>Online Order Form</p> <p>PDF Order Form</p>
--	--

DE Systems



<p>Services: Computer Rental</p> <p>Contact: Imran Ahmed (T) 905 696 0092 Toll: 888 427 1166 (F) 905 696 0322 imran@desystems.com</p>	<p>Online Order Form</p> <p>PDF Order Form</p>
--	--

ExhibitorInsurance.com



<p>Services: Insurance</p> <p>Contact: John Argyropoulos (T) 905 695 2971 ext. 105 (F) 866 296 4199 johna@exhibitorinsurance.com</p>	<p>Online Order Form</p> <p>PDF Order Form</p>
--	--

GES



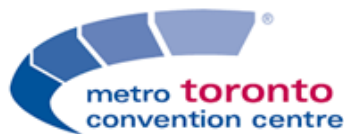
<p>Services: Show Service Contractor</p> <p>Contact: Exhibitor Services (T) 905 283 0500 (T) 1-877-437-4247 torontoexhibitorservices@ges.com Mon - Fri 8:30 AM - 4:30 PM EST</p> <p>GES Service Desk Schedule March 1, 2024 8:00 AM - 6:00 PM March 2, 2024 8:00 AM - 6:00 PM March 3, 2024 7:00 AM - 5:00 PM March 4, 2024 9:00 AM - 5:00 PM March 5, 2024 9:00 AM - 5:00 PM</p>	<p>Discount Deadline Date: February 16, 2024</p> <p><u>Online Order Website</u></p> <ul style="list-style-type: none"> 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
<p>Services: Transportation & Customs</p> <p>Contact: GES Customs & Logistics (T) 905 283 0500 (T) 1 877 437 4247 torontocl@ges.com</p>	<p><u>Online Order Website</u></p> <ul style="list-style-type: none"> Customs Logistics & shipping Shipping Labels <p>Advance Shipments May Begin Arriving at the Warehouse February 1, 2024 9:00 AM - 3:00 PM</p> <p>Last Day for Advance Shipments to Arrive at the Warehouse February 23, 2024 9:00 AM - 3:00 PM</p> <p>Direct to Show Site Shipping Schedule March 1, 2024 8:00 AM - 6:00 PM March 2, 2024 8:00 AM - 6:00 PM</p> <p>Stranded/Forced Freight Time March 6, 2024 10:00 PM</p>

Indigo Events



<p>Services: Photography and Videography</p> <p>Contact: Sasha Ulyanov (T) 416 457 5370 sasha@indigoevents.ca www.indigoevents.ca</p>	<p>Online Order Form</p>
---	--

Metro Toronto Convention Centre



<p>Services: Facility Utilities</p> <p>Contact: Exhibitor Services (T) 416 585 8387 (F) 416 585 8388 exhibitor-services@mtccc.com</p>	<p>Fire Safety Reply Due: January 26, 2024 Discount Deadline Date: February 13, 2024</p> <p>Online Order Form</p> <p>Business Centre Flyer Exhibitor Catering Ordering Flyer Exhibitor Parking / Booth Cleaning Fire Regulations for Exhibitors Fire Safety Reply (MANDATORY) Notice to Exhibitor Display Companies Sample Food and Beverage Distribution Provincial Requirements for Exhibiting Electrical Equipment ESA</p>
<p>Services: Telecommunications</p> <p>Contact: Telecommunications Department (T) 416 585 3596 (F) 416 585 8275 technology@mtccc.com</p>	<p>Discount Deadline Date: February 13, 2024</p> <p>Online Order Form</p> <p>Telephone and Internet</p>

PrintBrain



<p>Services: Printing, Graphic Design & Promotional Items</p> <p>Contact: Joshua Benezrah (T) 416 305 3302 joshua@printbrain.ca</p>	<p>Discount Deadline Date: February 1, 2024 (Pop Up Displays only)</p> <p>www.printbrain.ca www.promobrain.ca https://printbrain.ca/specials</p> <p>PDF Order Form</p>
---	--

Showtech Power and Lighting



<p>Services: Electrical, Lighting, Mechanical, Sign & Banner Hanging</p> <p>Contact: Tracy Landry (T) 416 585 8109 (F) 416 585 8255 TLandry@showtech.ca</p>	<p>Discount Deadline Date: February 9, 2024</p> <p>Online Order Form</p> <p>Electrical Services Lighting Services Mechanical Services Sign and Banner Hanging</p>
--	--

Tone-Gar Security



<p>Services: Security</p> <p>Contact: Treena Didine (T) 416 885 1946 treena@tone-gar.com</p>	<p>Deadline Date: February 16, 2024</p> <p>PDF Order Form</p>
---	--

HST/GST Rebate

Services: CRA GST386 Rebate Application for Conventions	https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/gst386.html
--	---

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 26, 2024**.

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

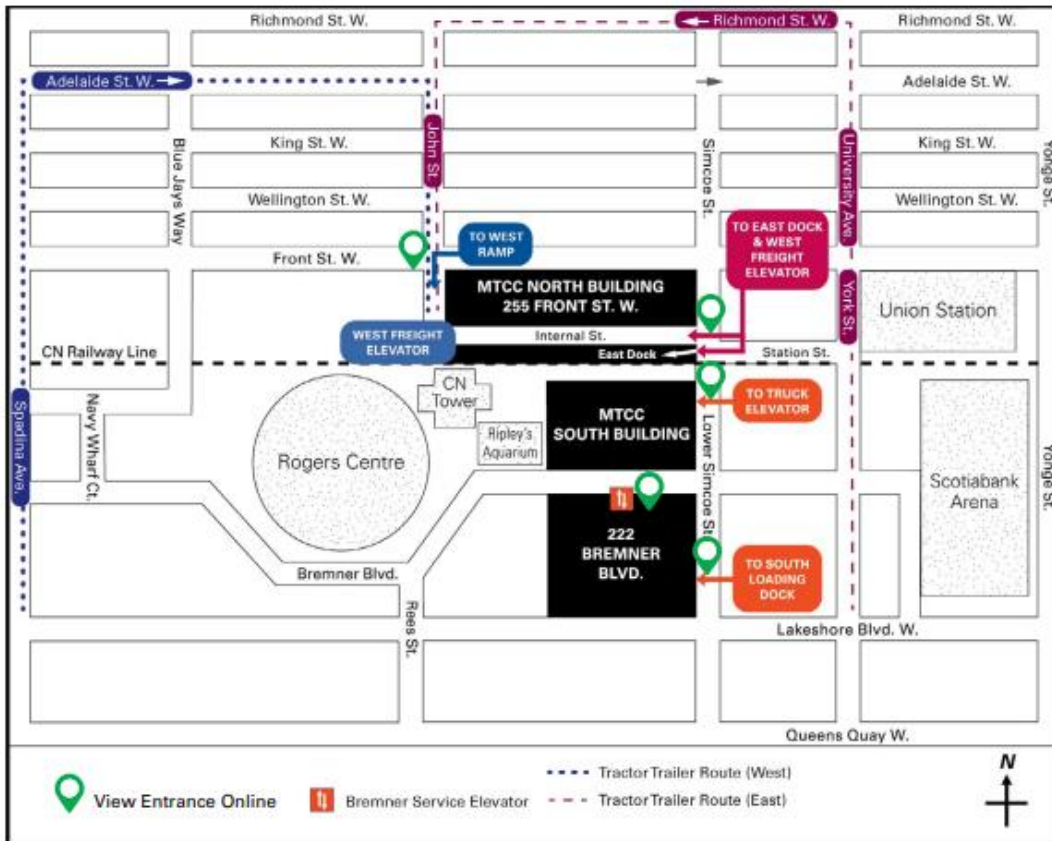
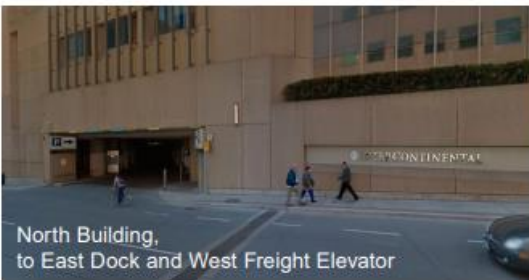
Return completed forms to:

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](#).

Loading Docks Map



Map is not to scale
03/22

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.

An email will be sent out by Exhibit Management to Booth Representatives with an access code in early 2024.

MTCC Recycling Program

A large volume of material goes in to 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 afterwards, a lot ends up getting 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 compliment 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 gives you the ability 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 2024.

Review Social Media for Exhibitors by [clicking here](#).

Logo Guidelines

PDAC has created this special “Exhibitor” logo to assist you in promoting your participation in PDAC 2024, and help you get the most out of exhibiting at the convention.

You may use this logo in your signature block, on your website, social media, or in printed materials to advertise your participation in PDAC 2024 and encourage attendees to visit your booth at the convention.

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

Exhibitor Spotlight

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?

Successful Exhibitor Spotlight applicants will receive the following benefits:

- 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 speciality Exhibitor Spotlight logo
- Free advertisement in a dedicated social media blast by PDAC
- Name recognition in PDAC 2024 Convention Crosscut sent to 20,000+ subscribers
- Given an “Exhibitor Spotlight” sign to place in your company’s booth

[Click here to apply now](#)

The deadline to apply is **December 15th**. 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!

Globe and Mail: Investing in Mining & Exploration

The Globe and Mail (PDAC 2024 Media Partner and Official National Newspaper) will publish a special national feature called "Investing in Mining & Exploration" in conjunction with PDAC on March 1, 2024. It is strategically timed to offer excellent exposure for the convention. *The Globe and Mail* is the #1 newspaper brand in Canada, and they reach more senior executives, business owners, professionals, and High-Net-Worth Investors with over \$1million in investable assets, than any other measured individual publisher brand. *

(*Source: Vividata SCC Fall 2023, National, A18+).

We recommend early outreach in the Fall as space can sell out quickly. **Booking deadline closes January 15, 2024.**

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

Newsfile Press Release Services

Newsfile is pleased to offer all PDAC 2024 Exhibitors Complimentary Press Release Services to announce your attendance at PDAC 2024!

For more information and to use this service, please [click here](#).

North Meeting Space

Trade Show North, Level 300 - Please enter by Hall B

For exhibitor and attendee use and conveniently located on the Trade Show North exhibit floor! Your team will not have to brave the cold air and waste time getting to/from off-site meetings.

This meeting space is complimentary and available for 1-hour bookings per exhibiting company/attendee per day. Meeting rooms are semi-private and fit up to 10 people maximum and include one power outlet.

Online booking is now available! [Click here](#) to reserve a room using your computer or mobile device. Online booking will be exclusively available to exhibitors until January 7, 2024. After that date, it will be open to attendee bookings.

Should you require additional space above the one timeslot per day, please contact the attendant at nms@pdac.ca for approval.

An attendant will be onsite to accept walk-in reservations on a first-come, first-served basis beginning: **Sunday, March 3 at 9:00 am**

Please note: All guests attending meetings must have a PDAC access pass to enter the meeting area.

Hours of Operation:

Sunday	10:00 am - 5:00 pm
Monday	10:00 am - 5:00 pm
Tuesday	10:00 am - 5:00 pm
Wednesday	9:00 am - 12:00 pm

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