

Shipping and Customs

Shipping Options

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.
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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.