



Metro Toronto Convention Centre
**APRIL 24
2025**

**NAVIGATE COMPLEXITY
SEIZE OPPORTUNITIES**

Exhibitor Essential #3

Dear Exhibitor,

We are looking forward to seeing you April 24, 2025, at PM Springfest!

Important dates coming up!

April 3rd – [Exhibitor Lunch and Learn](#)

April 10th – PM Springfest Social Media Takeover

Lunch & Learn

Bring your lunch and your questions!

To prepare you for the show, we will be having a Virtual Exhibitor Lunch and Learn **on Thursday April 3rd at 12 noon EST (next week!)**. We will be going over what's new, protocols, deadline dates and more. If you haven't already, please sign up [here](#) and pass the registration link along to your colleagues who will be attending the event.

Early Bird Deadlines

Order before the early bird deadlines below to save up to 35%!

[Exhibitor Insurance](#) – **March 26, 2025**

Purchase Exhibitor Insurance or upload your own.

[Freeman](#) – **April 5, 2025**

Furniture, shipping, material handling etc.

**Your booth does not come with furniture of any kind*

[ShowTech Power & Lighting](#) – April 2, 2025

Electricity, lighting etc.

**Your booth does not include electrical of any kind*

[Encore A/V](#) - April 4, 2025

Audiovisual, computers, monitors

[MTCC](#) – April 10, 2025

Parking passes, cleaning, internet

[MicroSpec Lead Retrieval](#) - April 11, 2025

Lead Retrieval

Move-In/Out Information

The loading docks will **NOT** be open for PM Springfest access.

PM Springfest operates on a scheduled move-in, check your move-in time [here](#) and please do not arrive before your scheduled time. To plan your move-in and move-out, review your options [here](#).

Please note: the Metro Toronto Convention Centre loading docks will NOT be open for PM Springfest access. **If you have oversized items and need truck elevator access, request access [here](#).**

DEADLINE for Truck Elevator Access Requests: April 10, 2025

Remember to Register your staff!

[Register your staff for their badges.](#)

You are provided with a limited number of complimentary badges, based on booth size.

Check your inbox for an email from MicroSpec with login instructions and a password to register yourself and your exhibit staff.

Please note all staff should be registered as exhibitors. If you have not received your registration email from MicroSpec or need it resent, please respond to this email.

Online Exhibitor Profiles

Help attendees find you on the Tradeshow Floor.

Take advantage of PM Springfest's [Digital Exhibitor List](#) by completing your Online Exhibitor Profile. The [live floorplan](#) will be linked to the PM Springfest 2025 App in which attendees can search by filters and categories. Please fully complete your profile to ensure attendees can find you at the show!

Invite your Clients to the Show

Invite your network to the show by sharing promo code 'EXHPMSF' to be used at registration to receive a complimentary Expo Only Pass. This is a perk to your clients that you want to reward, or want to close business with. Make sure that you let them know that there is value attached to this (up to \$30 off based on when they send the offer).

Please note that the complimentary Expo Only Passes are not for other service providers, but for customers only. If we notice other service providers have registered through this code, PM Springfest reserves the right to remove their registration before the start of the show.

Social Media Takeover

Save the Date – April 10, 2025!

Our second social media takeover is happening on April 10! Get involved by sharing a social media post announcing your presence at the show. Tag **@BuildingsCanada** and hashtag **#PMSRINGFEST** for extra visibility. If you need some inspiration, check out our [marketing tools](#) for pre-planned posts and ready-to-use graphics.

NEW! Custom InGo Graphics. To help spread the word, we've made it super easy for you to invite your network. Just click the links below to share a custom post about the event:

[Linkedin Graphics](#)

[Facebook Graphics](#)

By sharing, you'll help bring together an amazing community of like-minded professionals and encourage your network to join you at the event! If you have any questions about your custom graphics, please reach out to Riley Tully at riley.tully@informa.com.

Thanks for reading this email and gearing up for PM Springfest 2025!

Warm regards,
The PM Springfest Team

Maggie Roman (she/her)

Operations Coordinator | Informa Connect North America



[BUILDEX Vancouver](#) [BUILDEX Alberta](#) [PM Springfest](#) [The Buildings Show](#)