



Dear Exhibitor:

Thank you for joining us at the Canadian Manufacturing Technology Show.

Enclosed please find your Exhibitor Manual containing all the necessary information for the preparation of your exhibit. There is an abundance of important information contained within and we encourage you to review this manual in its entirety.

Please note the important deadlines dates for ordering. Processing these forms at your earliest possible convenience will allow us and our service contractors time to provide you with the best possible service. **Please remember – early bird rates generally represent a cost savings for you – be sure to get all forms in on time to better your bottom line.**

If you have any questions, please do not hesitate to contact me. If you have a specific supplier related question, feel free to contact the Service Provider directly.

On behalf of the staff and management of SME Canada, we look forward to seeing you at the Canadian Manufacturing Technology Show.

Regards,

A handwritten signature in black ink, appearing to read "Chris Moody", is positioned above the printed name.

Chris Moody  
Operations Manager

Tel: (313) 425-3025  
Toll free: (800) 733-3976 x 3025  
Fax: (313) 425-3407  
Email: [cmoody@sme.org](mailto:cmoody@sme.org)



## SHOW MANAGEMENT TEAM

### SHOW PRODUCER

SME (SME Canada)  
7100 Woodbine Ave, Suite 312  
Markham, ON L3R 5J2  
Tel: 905-752-4415 / 1-888-322-7333 Fax: 905-479-0113

### SHOW PERSONNEL

<p><b><u>EVENT MANAGER</u></b> <b>Julie Pike</b> 905-752-4471 <a href="mailto:jpike@sme.org">jpike@sme.org</a></p> <p><b><u>SALES</u></b> <b>Bonnie Pashley</b> Exhibitors A-E 905-752-4452 <a href="mailto:bpashley@sme.org">bpashley@sme.org</a></p> <p><b>Sanjay Prasad</b> Exhibitors F-N 905-752-4467 <a href="mailto:spasad@sme.org">spasad@sme.org</a></p> <p><b>Eiji Mine</b> Exhibitors O-Z 905-752-4456 <a href="mailto:emine@sme.org">emine@sme.org</a></p> <p><b><u>Projects Administrator</u></b> <b>Stephanie Mailloux</b> 905-752-4427 <a href="mailto:smailloux@sme.org">smailloux@sme.org</a></p>	<p><b><u>GROUP SHOW MANAGER</u></b> <b>Nick Samain</b> 905-752-4433 <a href="mailto:nsamain@sme.org">nsamain@sme.org</a></p> <p><b><u>MARKETING</u></b> <b>Merry Dang</b> Marketing Manager 905-752-4426 <a href="mailto:mdeng@sme.org">mdeng@sme.org</a></p> <p><b><u>OPERATIONS</u></b> <b>Chris Moody</b> Operations Manager 800-733-3976 Ext. 3025 <a href="mailto:cmoody@sme.org">cmoody@sme.org</a></p> <p><b><u>EXHIBITOR SERVICES</u></b> <b>Bruce Killer</b> Customer Service Manager 905-752-4444 <a href="mailto:bkiller@sme.org">bkiller@sme.org</a></p> <p><b>Chris Raso</b> Customer Service Coordinator 905-752-4435 <a href="mailto:craso@sme.org">craso@sme.org</a></p>
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### SHOW OFFICE

Throughout the entire show period, show management will maintain a show office on-site to assist all exhibitors and attendees.

### SALES OFFICE

SME Canada will maintain a sales office on the show floor for exhibitors to discuss participation in future events.

## SERVICE PROVIDERS AT A GLANCE

S E R V I C E	EARLY BIRD DEADLINE	C O N T A C T
ADVANCE WAREHOUSING	NA	c/o ABF – Commerce Trade Show Logistics Group 15 Strathearn Avenue Brampton, ON L6T 4P1 Tel: 1-888-827-7469 Fax: 905-673-2574 Contact: Rob Parr Email: <a href="mailto:robp@commercetradeshows.com">robp@commercetradeshows.com</a>
AUDIO VISUAL/COMPUTERS	SEP 13	AVW -TELAV International Centre 6900 Airport Road Mississauga, Ontario L4V 1E8 Telephone: 905 678-5120 Fax: 905 366-0274 <a href="mailto:stephen.everison@avwtelav.com">stephen.everison@avwtelav.com</a>
BOOTH CATERING	NA	The International Centre (On-Site Office) Contact: Bonnie Chow Phone: 905.678.5627 Fax: 905.678.4681 Email: <a href="mailto:bchow@internationalcentre.com">bchow@internationalcentre.com</a>
BOOTH CLEANING / CHIP DRUMS	TBD	Caldas Building Services (On-Site Office) Contact: Roy Henriques Phone: 905.672.2304 Fax: 905.672.5670 Email: <a href="mailto:info@caldas.ca">info@caldas.ca</a>
COOLANT	TBD	Chem-Ecol 640 Victoria Street Cobourg, Ontario, Canada K9A 4W4 Contact: Rick Quinn <a href="mailto:rickquinn@chem-ecol.com">rickquinn@chem-ecol.com</a>
CUSTOMS BROKER	SEP 9	Commerce Trade Show Logistics 7-3405 American Dr., Mississauga, ON L4V 1T6 Tel: 1-888-827-7469 Fax: 905-673-2574 Contact: Rob Parr Email: <a href="mailto:robp@commercetradeshows.com">robp@commercetradeshows.com</a>
ELECTRICAL SERVICES	AUG 30	SHOWTECH (On-Site Office) Contact: Rocky Mele Phone: 905.677.9546 Fax: 905.677.8713 Email: <a href="mailto:rmele@showtech.ca">rmele@showtech.ca</a>

ELECTRICAL EQUIPMENT APPROVAL	SEPT 9	Electrical Safety Authority Customer Service Centre PO Box 24143, Pinebush Postal Outlet Cambridge, ON N1R 8E6 Tel: 1-877-372-7233 Fax: 1-800-667-4278
<p>EXPERIENCE SPECIALISTS:</p> <ul style="list-style-type: none"> <li>- BOOTH CARPET,</li> <li>- DISPLAYS AND FURNISHINGS,</li> <li>- SIGNS &amp; GRAPHICS,</li> <li>- PLANTS,</li> <li>- INSTALLATION/DISMANTLING,</li> <li>- FORKLIFT &amp; LABOUR SERVICES (IN-BOOTH),</li> <li>- MATERIAL HANDLING,</li> <li>- HEAVY MACHINERY HANDLING</li> </ul>	AUG 26	GES Canada 5675 McLaughlin Rd., Mississauga, ON L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Online Ordering: <a href="http://www.gesexpo.ca">www.gesexpo.ca</a>
HOTELS	AUG 30	Four Points 6257 Airport Rd Mississauga, ON L4V 1E4 1-800-368-7764
	SEPT 3	The Westin 950 Dixon Rd Toronto, ON M9W 5N4 1-866-837-5184
	AUG 25	Hilton Toronto Airport 5875 Airport Rd Mississauga, Ontario, L4V 1N 1-905-677-9900
	AUG 26	Holiday Inn 970 Dixon Rd Toronto, ON M9W 1J9 1-416-675-7611
New Product Program	JUL 19	SME Canada 312-7100 Woodbine Ave Markham, ON L3R 5J2 Tel: 905-752-4444 Fax 905-476-0113 Contact: Bruce Killer Email: <a href="mailto:bkiller@sme.org">bkiller@sme.org</a>
INSURANCE	SEPT 11	ExhibitorInsurance.com 434 North Rivermede Rd., Suite 3 Concord, ON L4K 3M9 Contact: Kim Libenstein Tel: 905-695-2971 ext 104 Fax: 905-760-2260 Email: <a href="mailto:kiml@exhibitorinsurance.com">kiml@exhibitorinsurance.com</a>

LEAD RETRIEVAL SYSTEMS	<p>EARLY BIRD AUG 1</p> <p>ADVANCE AUG 29</p>	<p>Convention Data Services 107 Waterhouse Road Bourne, MA 02532 USA Tel: 508-743-0593; 1-800-746-9734 Fax: 508-759-4238 Contact: Holly Gosnell Email: <a href="mailto:hgosnell@cdsreg.com">hgosnell@cdsreg.com</a> Online ordering: <a href="http://www.xpressleadpro.com">www.xpressleadpro.com</a> Show Code: CMTS103</p>
MECHANICAL SERVICES Electrical, plumbing, lighting, sign installation, compressed air, natural gas	AUG 30	<p>SHOWTECH (On-Site Office) Contact: Rocky Mele Phone: 905.677.9546 Fax: 905.677.8713 Email: <a href="mailto:rmele@showtech.ca">rmele@showtech.ca</a></p>
PRE-REG ATTENDEE MAILING LIST	AUG 30 – OCT 4	<p>Convention Data Services 107 Waterhouse Road Bourne, MA 02532 USA Tel: 508-743-0593; 1-800-746-9734 Contact: Holly Gosnell Email: <a href="mailto:hgosnell@cdsreg.com">hgosnell@cdsreg.com</a> Online ordering: <a href="http://www.xpressleadpro.com/attendeelist">www.xpressleadpro.com/attendeelist</a> Show Code: CMTS103</p>
TELECOMMUNICATIONS Telephone, internet	SEP 13	<p>International Centre (On-Site Office) Contact: Raiman Dilag Phone: 905.678.5615 Fax: 905.678.5614 Email: <a href="mailto:rdilag@internationalcentre.com">rdilag@internationalcentre.com</a></p>
WEBSITE LISTINGS Includes brand listings	Ongoing	<p>SME Canada 312-7100 Woodbine Ave Markham, ON L3R 5J2 Tel: 905-752-4435 Fax 905-479-0113 Contact: Chris Raso at <a href="mailto:craso@sme.org">craso@sme.org</a></p>

**Orders for Exhibitor Services received after the posted deadlines may be subject to additional charges.**












*“Official” vendors for CMTS 2013 will be represented by an official vendor logo. **LOOK** for this logo on all official vendor communications & forms. Representatives from these companies may be contacting you regarding specific deadlines.*







### SHOW CHECKLIST

*This checklist will help you organize your participation in the show.*

#### 3 MONTHS BEFORE THE SHOW

- ☐  Pay balance of booth space rental.
- ☐  Send invitations to clients and prospects.
- ☐  **READ THE MANUAL AND SUBMIT FORMS PRIOR TO DEADLINES**
- ☐  Make hotel reservations.
- ☐  Make airline/car reservations.
- ☐  Order ad in show guide.
- ☐  Be sure you have updated your listing on the [www.cmts.ca](http://www.cmts.ca) website for the free show guide listings.
- ☐  Plan your booth layout. Make sure your booth conforms to the show rules and regulations.
- ☐  Order transportation for booth to and from the show site.
- ☐  Make sure customs forms are in order.
- ☐  Order all on-site services such as electrical, furniture, signs, material handling, move-in scheduling, etc. Remember that services ordered on-site will cost more and availability is not guaranteed.

#### 1 MONTH BEFORE THE SHOW

- ☐  Double-check to see if all services have been ordered and confirmed.
- ☐  Finalize booth personnel and register exhibitor badges on-line.
- ☐  Make sure you have all parts of your booth before shipping. Arrange tools: hammers, tape, markers, etc.
- ☐  Confirm and prepare your sales and marketing materials.

## SHOW SCHEDULE

### MOVE-IN

Tuesday, September 24, 2013	8:00 am – 4:00 pm	
<i>(Hall 1-5 only - Heavy Machinery Only)</i>		
Wednesday, September 25, 2013	8:00 am – 4:00 pm	
<i>(Hall 1-5 only - Heavy Machinery Only)</i>		
Thursday, September 26, 2013	8:00 am – 4:00 pm	
<i>(Hall 1-5 only - Heavy Machinery Only)</i>		
Friday, September 27, 2013	8:00 am – 4:00 pm	
<i>(Hall 1-5 only - Heavy Machinery Only)</i>		
Saturday September 28, 2013	8:00 am – 4 :00 pm	<i>All Exhibitors</i>
Sunday, September 29, 2013	8:00 am – 4:00 pm	<i>All Exhibitors</i>

### EXHIBITION HOURS

Monday, September 30, 2013	10:00 am – 5:00 pm
Tuesday, October 1, 2013	10:00 am – 5:00 pm
Wednesday, October 2, 2013	10:00 am – 8:00 pm
Thursday, October 3, 2013	10:00 am – 4:00 pm

### MOVE OUT DATES & TIMES

Thursday, October 3, 2013	4:00 pm – 10:00 pm	<i>All Exhibitors</i>
Friday, October 4, 2013	8:00 am – 12:00 pm	
<b><u>(All exhibits except Heavy Machinery must be removed by 12:00 pm Heavy Machinery - By Appointment Only until 4:00 pm)</u></b>		
Saturday, October 5, 2013	8:00 am – 4:00 pm	
<i>(Heavy Machinery Only)</i>		

### SHOW LOCATION

The International Centre, Halls 1-5  
6900 Airport Rd.  
Mississauga, ON L4V 1E8  
Tel:(800) 567-1199  
Fax:(905) 677-3089

## MOVE-IN PROCEDURE

Tuesday, September 24, 2013	8:00 am – 4:00 pm	
<i>(Hall 1-5 only - Heavy Machinery Only)</i>		
Wednesday, September 25, 2013	8:00 am – 4:00 pm	
<i>(Hall 1-5 only - Heavy Machinery Only)</i>		
Thursday, September 26, 2013	8:00 am – 4:00 pm	
<i>(Hall 1-5 only - Heavy Machinery Only)</i>		
Friday, September 27, 2013	8:00 am – 4:00 pm	
<i>(Hall 1-5 only - Heavy Machinery Only)</i>		
Saturday, September 28, 2013	8:00 am – 4:00 pm	<i>All Exhibitors</i>
Sunday, September 29, 2013	8:00 am – 4:00 pm	<i>All Exhibitors</i>

**All exhibits must be completed by 4:00 pm, Sunday, September 29, 2013.** Aisle carpets will be laid after 4:00 pm, Sunday and absolutely no dollies or pump trucks will be permitted in the exhibit area after that time.

### MOVE-IN SCHEDULING

All exhibitors moving any piece of machinery that exceeds 5,000 lbs **must** schedule their move-in with GES Canada. GES Canada will coordinate the move-in timing to ensure a smooth process. Contact Calvin Hinton at 905-283-0511, [chinton@ges.com](mailto:chinton@ges.com).

To help facilitate your move-in and set up, all other exhibitors will be given a recommended move-in time based on their location on the show floor.

### MARSHALLING PROCEDURE

- Proceed towards East side of Hall 5 (Marshalling Yard), to obtain ticket from Marshalling official.
- Marshalling official will advise you which loading dock and a specific time to enter area.

### FREIGHT REQUIRING A FORKLIFT

- A marshalling official will be checking vehicles and will direct you to the proper loading door.
- Heavy equipment and awkward displays should be delivered on the date and time that has been specified on the official move-in schedule set out by Show Management.
- After your material is uncrated and properly identified with a storage label a materials handling crew will pick up your crates for storage.



## **HAND-CARRIED MATERIALS**

If you do not require a forklift to move your materials to/from the show, the following has been set up for your convenience:

- Push dollies will be available at the loading doors.
- Unload your vehicle as quickly as possible and return your dolly. A crew is available if you require help. (Check with the Official Show Contractor for applicable rates.)
- For security reasons, you will be required to wear your exhibitor badge in a prominent location when entering and/or leaving the building.

## **CRATE STORAGE**

Containers will be picked up, stored, and returned to you as a complimentary service. Forklift operators will be working as rapidly as possible, but please be patient as there are several hundred exhibitors to be serviced.

Identify every empty case, skid, crate or carton you wish returned to your booth at the end of the show by completing and affixing the proper storage labels to the **SIDE** of the skid, crate or box. Storage labels are available at GES Canada materials handling desk, GES customer service desk or Show Office.

Exhibitors are advised that storage areas are not and cannot be secured. We suggest that no valuable materials of any kind should be consigned to storage.

Due to Fire Regulations crates cannot be stored behind your booth.

## **LABOUR AND TIPPING**

Exhibitors are required to abide by the prevailing labour conditions and rates effective in the exhibit hall. All employees of Show Service Contractors are adequately paid and there is no need to tip. Please report immediately to Show Management any discourtesies or attempts to imply that service will be speeded up or improved by tipping or gifts.

## **US AND INTERNATIONAL FREIGHT**

Exhibitors who are shipping goods to the show from outside of Canada are strongly advised to use the official customs broker for the show. Representatives will be on-site throughout the show to ensure all your customs needs have been looked after.

## **MATERIALS HANDLING**

All material handling transactions are between the materials handling contractor and the exhibitor. In case an exhibitor's representative is not present, Show Management reserves the right to order his equipment and/or material to be moved from the receiving door to the exhibitor's area. The charge for this service will be invoiced to the exhibitor by the official materials handling contractor. All material handling payments are the responsibility of the exhibitor.

## **PAYMENT OF SPACE**

All payment of exhibit space must be made **90 days prior to move-in** as contracted. Show Management reserves the right to refuse move-in and use of space to any exhibitor who has not made full and final payment.

## MOVE-OUT PROCEDURE

### MOVE-OUT DATES & TIMES:

Thursday, October 3, 2013	4:00 pm – 10:00 pm	<i>All Exhibitors</i>
Friday, October 4, 2013	8:00 am – 12:00 pm	<b><u>(All exhibits except Heavy Machinery must be removed by 12:00 pm)</u></b> <b><u>Heavy Machinery - By Appointment Only until 4:00 pm)</u></b>
Saturday, October 5, 2013 (Heavy Machinery Only)	8:00 am – 4:00 pm	

Beginning at 4:00 p.m. on Thursday, October 3, 2013, AFTER aisle carpets have been removed, approx. 1hr, all materials in storage will be returned to the booths.

ALL exhibits must be removed by 12:00 pm on Friday, October 4, 2013 except for heavy machinery which must be removed by 4:00 pm on Saturday, October 5, 2013.

Please direct all trucks to the Marshaling Yard until your equipment/products are crated and ready to be loaded.

### DISMANTLING OF EXHIBITS

No dismantling or removal of exhibits or exhibit material is permitted before the close of the show.

Exhibitors are urged to remove small cartons and open cases of products from the building immediately after the close of show. While Show Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

### LOADING DOORS

During move-out, freight will be shipped from the show through the same doors as were used for move-in. The floor will have a material handling crew, as well as a representative from Show Management who will be checking with exhibitors to ensure a smooth and trouble-free move-out.

### REMOVAL OF EXHIBIT MATERIALS

At the close of the show, where exhibitors fail to pick up or couriers refuse to accept shipments Show Management reserves the right to reroute such shipments where no disposition is provided. This material may be hauled to a warehouse and the exhibitor will be charged accordingly for this routing or handling. To simplify your move-out, we recommend the use of our Official Carriers.

## VEHICLE MARSHALLING INFO

To facilitate a smooth move-in and move-out, please ensure that these procedures are followed, as the marshalling personnel will strictly enforce them.

- (1) **Every truck requiring material handling services to unload must first report to the marshalling yard.**
- (2) The marshalling yard will be located at The International Centre on the East Side of Hall 5.
- (3) Marshalling personnel will verify paperwork. Please ensure that your driver has a copy of the following:
  - Your Company Name and Booth Number
  - Customs Papers (if applicable)
  - Material Handling Order Form
- (4) The marshalling yard will be open one (1) hour prior to the scheduled move-in and/or move-out times with the exception of the first day of move-out when the yard will be open two (2) hours prior to show closing.
- (5) An attendant will be posted at the marshalling area. The attendant will assign the delivery order of the vehicles and give the driver a numbered ticket based on the prearranged priority listing produced by GES Canada.
- (6) A call will be made to the attendant at the marshalling yard to dispatch vehicles. As space becomes available, the drivers will be directed to the appropriate loading dock.
- (7) Upon arrival at the specified entrance, the driver will turn in his assigned ticket to an attendant who will then direct the vehicle to the appropriate loading dock/door.
- (8) The Dock Manager will meet vehicles at the loading doors for anyone requiring access to the show floor in order to off load equipment.

## ADVANCE SHIPPING INFORMATION

### NO SHIPMENTS WILL BE ACCEPTED AT THE FACILITY PRIOR TO:

**Tuesday, September 24, 2013**

Exhibitors who find it necessary to ship their equipment in advance should contact the official show transportation companies (Commerce Trade Show Logistics). Their services include pre-show warehousing to facilitate your shipment scheduling.

These shipments should arrive one week prior to the move-in dates. All freight must be prepaid.

Large machinery that may require pre-show preparation such as container unloading or dunnage removal can also be arranged directly with GES Canada.

### COURIER SHIPMENTS DURING SHOW HOURS

Shipments during the show can be sent to the Exhibitor Support Centre located within the Direct Energy Centre. Please note that this service is operated on a fee-per-service basis, but will help to expedite your parcel receipts. Further information is located in the 'Service Providers at a Glance' section of the Exhibitor Manual.

## GENERAL CONSIGNMENT

<p>Name of Exhibitor, Booth # <b>Canadian Manufacturing Technology Show</b> The International Centre, Halls 1-5 6900 Airport Rd. Mississauga, Ontario L4V 1E8</p>
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C.O.D. SHIPMENTS WILL NOT BE ACCEPTED BY SHOW MANAGEMENT

## **CUSTOMS REGULATIONS AND CUSTOMS BOND**

### **CUSTOMS**

Equipment and exhibits for the show may be brought in free of duties and taxes on a temporary basis, but may be subject to a deposit equal to the duties and taxes normally levied on them. The Official Customs Broker has made arrangements with Canada Customs for a bond to cover all importations on this show.

Exhibitors using their own customs broker will have to arrange their own bond or cash deposit with Canada Customs.

It is imperative that Canada Customs invoices be mailed at least two weeks prior to shipment of goods since Canada Customs will not permit entry of goods to the building without an invoice.

The official customs broker (Commerce Trade Show Logistics) will provide the following services:

- Post the required bonds and securities with Canada Customs
- Clear your materials through Canada Customs
- Co-ordinate delivery to the facility on the appropriate move-in days
- Provide on-site staff to advise and assist you from opening to closing of the show
- Prepare export documentation and bills of lading
- Co-ordinate outgoing transportation of exhibition materials
- Arrange customs clearance return for surface freight
- Offer their "Official Common Carrier" package which will provide you with free advance storage for one month prior to the show with no hidden costs

For the duration of the event, the exhibit premises are a bonded area. Therefore, no display items may be removed from the show area without the knowledge and consent of the Official Show Customs Broker, Canada Customs, and Show Management.

Normal procedures at the close of the show require exhibitors to repack and label their own shipments. Goods to be displayed at another show may be transferred in bond or held in bonded storage for a maximum of two years.

## HEALTH AND SAFETY REGULATIONS

### OHSA REQUIREMENTS

In accordance with the Occupational Health & Safety Act, SME Canada requires that all reasonable steps and precautions are taken to protect the health and ensure the safety of all persons involved in the production of its shows. Preventing injury is a key objective and accordingly, every possible measure must be taken to provide a safe, healthy work environment. To succeed, these safety initiatives require that every Exhibitor assumes responsibility for helping meet this objective. Exhibitors must therefore, carefully read the applicable sections of the Occupational Health & Safety Act, in order to fully understand their responsibilities as they apply to themselves and their workers while at the show, including all activities within their own booth areas. For more information on the Act, visit the Health & Safety section at [www.labour.gov.on.ca](http://www.labour.gov.on.ca)

All persons involved in the move-in/move-out process (ie., set-up and tear-down of a trade show) must be properly dressed and equipped to work safely in specific areas of the show deemed by the Act, or by an on-site Safety Inspector, as an 'industrial' environment which may involve the use of heavy equipment (forklifts, etc.), as well as 'overhead activities' (hanging signs, lights, etc.). These areas, including areas in and around booths, may be marked off with safety cones or caution tape. Only persons wearing hardhats and safety shoes will be permitted into these areas until all work is completed. Working in sandals/flip-flaps/open-toed shoes/bare feet, etc. is strictly forbidden on the show floor. Any individual wearing inappropriate footwear will be prevented from entering the show floor by SME Canada security.

Exhibitors are responsible for the health and safety of all employees and other persons on the show floor who are directly or indirectly under their supervision and is responsible to inform/contact all persons you will be hiring (ie. Your staff and any outside contractors hired to set up your booth, bring in your product, or anyone required to be on the show floor during move-in and out), that they must wear safety shoes, as well as any other necessary protective equipment, to keep them safe from injury.

It is important that your company confirms receipt of this message. Please complete the form below, to acknowledge that you have read, understand and will comply with the Occupational Health & Safety Act. This also confirms that your staff and all associated contractors and hired help will be informed of and will comply with the Act and the CMTS 2013 safety initiatives and policies. After you have read this document carefully, please provide the information requested below, including an authorized signature, and return this form to SME Canada.

I hereby declare that I have read, understood and agree to be bound by the foregoing and that I have the authority to bind the Exhibitor.

Company: \_\_\_\_\_ Booth \_\_\_\_\_  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Return by Fax to SME Canada  
Fax 1-905-479-0113  
**Deadline September 20, 2013**

## INSURANCE CERTIFICATES

As an Exhibitor participating in a show, you must have adequate Liability Insurance with a minimum \$2,000,000 limit to protect the exhibitors, the attending public, the show organizer and yourself.

Our insurance policy does not extend coverage to any exhibits and requires you to submit a Certificate of Insurance upon receipt of the exhibitor's manual. Please send the insurance certificate to SME Canada before **September 13, 2013**.

There are two (2) ways to arrange the required insurance.

### Option 1 - YOUR OWN INSURANCE COMPANY

Your current insurance company will prepare a standard Certificate of Insurance for you at no additional charge. It must contain the following information:

- Listed as Additional Insured - Society of Manufacturing Engineers
- Coverage Period – September 23 to October 6, 2013 includes Move-in and Move-out
- Event name - Canadian Manufacturing Technology Show
- Comprehensive General Liability - minimum of \$2,000,000
- Bodily Injury and Property Damage Liability
- Subject to \$1,000 (maximum) Bodily Injury & Property Damage-Inclusive each occurrence
- Products and Completed Operations Liability
- Blanket Contractual Liability
- Contingent Employers Liability
- Broad form Property Damage
- Cross Liability clause
- Severability of Interest Clause

### Option 2 - OFFICIAL SHOW INSURANCE CONTRACTOR

The Society of Manufacturing Engineers, show management of CMTS 2013 has appointed ExhibitorInsurance.com as the recommended insurance contractor for exhibitors. If you require insurance coverage for your participation in CMTS 2013, contact Kim Libenstein – [kiml@exhibitorinsurance.com](mailto:kiml@exhibitorinsurance.com).

Fax or mail a copy of your Insurance Certificate to:

SME Canada  
7100 Woodbine Ave., Suite 312  
Markham, ON L3R 5J2  
Fax 1-905-479-0113  
Email: [craso@sme.org](mailto:craso@sme.org)

**Deadline September 13, 2013**

## EXHIBITOR APPOINTED CONTRACTOR FORM

The purpose of this form is to request Show Management's approval to use an Exhibitor Appointed Contractor (EAC). An EAC is defined as any company, other than one of the Official Contractors (listed in the exhibitor manual by Society of Manufacturing Engineers), that an exhibitor would like to use inside the exhibit hall, before, during or after the show.

Your submission of this form is a request for approval of an Exhibitor Appointed Contractor by Show Management, and a statement of your commitment to purchase services, as outlined below, from said contractor, subject to Show Management's approval of the Contractor.

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Instructions:

1. You are required to use this form ONLY if you planning to have an EAC supervise, install, and/or dismantle your exhibit.
2. Complete this form once for each EAC you have committed to hire for this show. If you are using multiple EACs, please complete one form for each.
3. This form may only be submitted by the exhibitor.
4. Submit this form by **September 13, 2013**.
5. If you need further assistance, please contact Chris Moody at 313-425-3025/1-800-733-3976 x3025

Show Management will NOT accept the following:

- Letters, telephone calls or submissions in any other form
- Submissions in any form directly from contractors

If you will be using an Exhibitor Appointed Contractor to supervise, install and/or dismantle your display, please provide the following required information:

Exhibitor Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Exhibitor Contact Name & Title \_\_\_\_\_

Exhibitor Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Exhibitor Appointed Contractor (EAC) to be used:

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EAC Address \_\_\_\_\_

EAC Telephone \_\_\_\_\_

EAC Fax \_\_\_\_\_



### EXHIBITOR APPOINTED CONTRACTOR FORM-continued

EAC Contact Name \_\_\_\_\_

EAC Email \_\_\_\_\_

Please note the following services will be provided exclusively by the show's Official Contractors. Under no circumstances are EAC's allowed to perform or provide these services:

- Drayage / Fork Lift / Genie Lift Operations
- Overhead Rigging
- Electrical / Mechanical Services / Labour
- Production & Staging Services
- Plumbing Services / Labour
- Telecommunications Services / Labour
- Booth Cleaning
- Catering / Food / Beverage Services

Approved EACs may only perform the following services. Please check the service(s) you wish to purchase from the contractor listed above:

- \_\_\_ Booth / Display Rental
- \_\_\_ Set-up / Display Labour
- \_\_\_ Photography / Video
- \_\_\_ Furnishings, etc.
- \_\_\_ Floral
- \_\_\_ Personnel / Temporary Staff
- \_\_\_ Signs
- \_\_\_ Audio / Visual
- \_\_\_ Computer / Business Equipment
- \_\_\_ Booth Security

If your EAC is performing another service not listed, please enter it here:

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I have notified the above EAC of the Society of Manufacturing Engineers Rules & Regulations for all exhibiting companies and acknowledge that the appropriate guidelines will be followed for my booth set up. Authorizing exhibitor please print/sign your name here:

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Please submit this form to Society of Manufacturing Engineers by email to Chris Moody; [cmoody@sme.org](mailto:cmoody@sme.org) or fax 313-425-3407.

## **GENERAL RULES AND REGULATIONS**

### **1) RULES GOVERNING SECURITY OF EXHIBIT HALL**

- All persons entering the hall during show days must wear a badge.
- On move-in and move-out days, the halls must be cleared no later than the times indicated in this manual.
- Exhibitors are urged to clear the halls within 15 minutes of the daily scheduled closing time.
- While Show Management will take reasonable overall security precautions, exhibitors are responsible to protect their own goods.
- During move-out, all booth material should be packed and properly labeled immediately after show closing before leaving the hall.
- Exhibitors are responsible for providing all workers with proper badges
- Thefts must be reported to security immediately and police will be contacted directly.
- Any and all disputes of these rules must be taken up with Show Management.

### **2) NON-COMPLIANCE WITH RULES AND REGULATIONS**

Show Management reserves the right to make changes, amendments and additions to the rules and regulations without notice, as considered necessary to the efficient and proper conduct of the show. Interpretation of these rules and regulations shall rest with Show Management and non-compliance can result in the ejection of the offending exhibitor or in the closing of his exhibit.

### **3) CANCELLATIONS BY EXHIBITOR**

Exhibitors are responsible for entire booth cost plus applicable GST. Deposits are non-refundable and non-transferable. In the event of cancellation the exhibitor must notify Show Management in writing and is responsible for the amount due as per the payment terms of the contract.

### **4) CANCELLATION BY SHOW MANAGEMENT**

Show Management reserves the right to cancel space should payment not be received from the exhibitor within the prescribed time frame. If Show Management should be prevented from holding the show by any cause beyond its control, or if it cannot permit the exhibitor to occupy his rented space due to circumstances beyond its control, including but not limited to, strike, fire, civil disobedience, inclement weather, lockout, and acts of God, Show Management will refund to the exhibitor the amount of rental paid by him, less a proportionate share in relation to the other exhibitors' space of the total show expenses incurred by Show Management to that date, and Show Management shall have no further obligation or liability to the exhibitor.

### **5) LOSS OR DAMAGE**

Exhibitors will be liable for, and will indemnify and hold harmless Show Management from any loss or damage whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, exhibitor, other exhibitors, management, the owners of the building and their respective agents, servants and employees, and members of the public attending the show, either (a) on the said space or (b) elsewhere. Neither the facility nor Show Management will be responsible for loss or damage to persons, exhibits, or decorations by fire, accident, theft, or any cause while in the exhibition buildings.

## **6) DEMONSTRATIONS, DISTRIBUTIONS AND COMPETITIONS**

Display, demonstration and distribution of advertising material is not permitted outside the confines of the booth space. If audio/visual equipment is used, the sound must be subdued to such an extent as to ensure its having no nuisance effect on neighboring exhibitors. Voice amplification may be used only with written permission from Show Management prior to show opening.

## **7) OBJECTIONABLE CONDUCT**

Management reserves the right at any time to reject, prohibit, or remove exhibits or any part thereof and to expel exhibitors generally from exhibits or the operation of exhibits, which may be objectionable to the participants and management. Without limiting the generality of the foregoing, this paragraph applies to a person's conduct or any printed matter which may affect the show generally.

## **8) STAFFING OF EXHIBITS**

Exhibitors must maintain staff in their booths at all times during the hours of the show.

## **9) MECHANICAL CONVEYANCES**

Mechanical conveyances such as electric carts, scooters, or bicycles will not be allowed in the aisles during the show hours. The only exceptions to this rule will be in the case of handicapped persons visiting the show or authorized show duty personnel.

## **10) SAFETY MEASURES**

Exhibitors showing equipment in operating condition must provide every precaution for the safety of their operators, show visitors, and exhibit personnel.

- Operators must wear proper personal protective equipment during machinery operations.
- All belt- and chain-drive units must be covered with approved shielding.
- All equipment where welding, cutting of metal, wood or plastic is involved must be provided with approved safety shields.
- Waste materials, cuttings and shavings must be placed in bins for safe removal from the building. These bins and their removal may be arranged for with the Official Show Service Contractor.

## **11) FLOOR, WALL AND CARPET DAMAGE**

- Exhibitors are responsible for any damage to the building in their rented space and general damages to carpeted areas adjacent to their rented space caused by their exhibits or displays.
- Painting, nailing, drilling, or screwing to the floors, walls or any other part of the building is not permitted.
- If you choose to install your own carpet or select an alternate decorator you must arrange to have the carpet tape removed during move-out. If tape is not removed, exhibitors will be responsible for the charges incurred for the removal of the tape. It is suggested that either building paper or other suitable protection be first laid down, or RNO-C700 double-faced tape be employed as an adhesive.

## **12) SUBLET**

It is agreed that under no circumstances shall space be sublet without the prior written permission of Show Management.

### **13) REMOVAL OF EXHIBIT**

The exhibitor further agrees that the conditions, rules and regulations of Show Management are made a part of the contract and that said exhibitor agrees to be bound by each and all of these rules and regulations, and that Show Management shall have the full power to interpret, amend, and enforce all rules and regulations in the best interest of the show.

### **14) RE-ASSIGNMENT OF SPACE**

Show Management shall have the right to change, if necessary, the assignment of space to be occupied by the exhibitor in order to create an effective exposition.

### **15) CONCESSIONS**

Exhibitors may not sell, serve or dispense any food, beverages, merchandise, or services in the space without express written permission. Please contact Show Management for information.

### **16) FIRE REGULATIONS**

All exhibitors planning to use any type of fuel, such as gas, oil, helium gas, or propane, in their exhibits are requested to contact Show Management to discuss all matters pertaining to the installation of such equipment. All displays or exhibited materials must be fireproof to conform to Federal, Provincial and City Fire Laws.

### **17) FLAMEPROOFING**

Table skirting and all cloth material must be flame proofed.

### **18) CAMERAS AND/OR VIDEO RECORDERS**

Cameras and/or video recorders are not allowed on the show floor unless approved by Show Management.

## **FIRE REGULATIONS**

### **REGULATIONS GOVERNING WELDING AND CUTTING**

These rules and regulations are part of the Ontario Fire Code and must be adhered to if you are conducting any welding or cutting operations in your booth.

- 5.17.1.1 The protection of persons and property from injury or damage by fire or other causes arising from electric and gas welding and cutting equipment, its installation, operation and maintenance, shall conform to CSA W 117.2-1974, "Code for Safety in Welding and Cutting (Requirements for Welding Operators)," and to the requirements in this Section.
- 5.17.2. USE AND MAINTENANCE OF EQUIPMENT
  - 5.17.2.1. The operation of acetylene generating systems and the storage and generation of welding fuel gases shall conform to NFPA 51-1977, "Design and Installation of Oxygen-Fuel Gas Systems for Welding and Cutting," Chapter 6.
  - 5.17.2.2. Acetylene gas shall not be piped through copper tubing or piping.
  - 5.17.23. Cylinders stored inside buildings shall conform to the requirements in Section 5.6
  - 5.17.2.4. Gas fuel cylinders, whether full or empty, whose valves are not in a recessed or protected location shall have their caps in place and their valves rightly closed when in storage.
  - 5.17.2.5. Torches, regulators, hoses and other oxyacetylene welding and cutting equipment which have been damaged shall not be used
  - 5.17.2.6. All equipment in use shall be examined daily for defects, and welding and cutting equipment shall be tested for leaks with an approved leak test solution.
  - 5.17.2.7. All valves shall be closed and lines bled when equipment is not in actual use.
  - 5.17.2.8. Oil or grease shall not be used for lubrication of welding and cutting equipment.
- 5.173. PREVENTION OF FIRES
  - 5.17.3. 1 (1) Except as provided in Sentence (2), welding and cutting operations in buildings shall be carried out in areas free of combustible and flammable contents, with walls, ceilings and floors of noncombustible construction or lined with noncombustible materials.  
(2) When it is not practicable to undertake welding and cutting operations in areas described in Sentence (1), combustible and flammable materials shall either be removed at least 11 m from the work area or otherwise protected against ignition by sheet metal, asbestos blankets or other noncombustible material.
  - 5.17.3.2. When welding or cutting is to be carried out near piping containing flammable gas, the section of the piping located within 1 m of the torch shall be covered with wet noncombustible insulating material at least 6 mm thick.
  - 5.17.3.3. (1) Welding or cutting of metal containers shall not be undertaken until all containers and all compartments within such containers have been cleaned of flammable and combustible materials and checked with an approved explosion meter.(2) Welding or cutting operations shall not be undertaken on a totally enclosed container.

## **FIRE REGULATIONS**

### **REGULATIONS GOVERNING EXHIBITS AND DISPLAYS IN PUBLIC BUILDINGS** **DISPLAY MATERIALS**

1. The following materials shall be flameproof if used for display or decorative purposes: Artificial flowers or foliage, plastic materials, split wood and bamboo fibres, textiles, paper-(cardboard or compressed paperboard less than 1/8" in thickness is considered to be paper) Wallpaper is permissible if pasted securely to walls or wall board backing. Foam plastic cored art board shall be coated on all sides with a fire retardant paint, or varnish. Edges to be encased in a metal "U" channel or metal "muffler" tape. Tape must extend at least 3/8" on face and reverse of board.
2. The use of the following materials shall be prohibited: Acetate fabrics, corrugated paper box boards, no-seam paper, paper backed foil, unless glued securely to suitable backing.
3. It is not necessary to flameproof textiles, paper and other combustible merchandise on display for sale, but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in colour, weave or texture.

### **FLAME PRODUCING DEVICES**

All exhibits having open flame devices must be accepted by the Fire Department. The general rules are:

1. Flame shall not be used solely to attract attention.
2. Exhibits utilizing flame producing devices must be attended at all times.
3. The use of an open flame is limited to certain articles of merchandise where the operation of an approved appliance or device definitely helps to promote the sale of such equipment.
4. Where candles are offered for sale, not more than four candles may be lighted at any one time, and they must be shielded by hurricane type chimneys. If glass contained candles are lighted, the flame must not extend above the rim of the container.

### **FLAMMABLE GAS**

1. 1x5 lb. propane cylinder only as approved under the Propane Storage, Handling and Utilization Code for demonstration purpose. When a cylinder is used with a self-contained propane hand torch or similar equipment it shall have a maximum WC of 2 1/2 lbs
2. Equipment must be set up as remote as possible from public aisles, and installed in a manner to comply with approved safety standards.
3. 1x40 cu. ft. cylinder of acetylene will be permitted for use in Arts & Crafts type displays and for demonstration purposes

### **AEROSOLS**

1. It is permissible to exhibit one pressurized container, not exceeding one pint capacity of each product classified as a flammable liquid
2. Non-flammable products are not restricted

### **VEHICLES**

1. Motor vehicles or gasoline-powered equipment on display must be equipped with lock-on type gasoline tank caps, and batteries are to be disconnected. Gasoline tanks must not be filled beyond the 3/4 mark in order to allow for expansion of product. Vehicles unable to be equipped with lock-on type caps must have caps sealed in a manner acceptable to the Fire Department.
2. Running of display vehicles during exhibit is prohibited unless approved by the Fire Department.
3. Shows requiring vehicles to run as part of a performance or contest must fill vehicle outdoors from approved safety containers.

4. Propane charged cylinders are not permitted on self-propelled vehicles or trailers on display inside buildings.
5. If at any time an Inspector deems that equipment is being operated in a manner dangerous to public safety, he shall cancel the privilege of the exhibitor concerned.

### DISPLAY LAYOUT

- 1 Display must not encroach on exit doorways.
- 2 No portion of a display shall project into any aisle as designated for the show concerned.
- 3 The aisle clearance at the bottom and top of a stairway shall be equal to the width of the stairway. Access to exits shall be maintained clear.
- 4 Where the occupant load exceeds 200 persons in the assembly occupancy containing non-fixed seating, the seats shall be fastened together in units not less than 4 or more than 12, or each end seat abutting an aisle shall be securely fastened to the floor if the area is enclosed, approved illuminated EXIT signs are required.
- 5
  - a) If fire protection equipment is located within the exhibit space, it shall be the responsibility of the Show Management to provide direct and unobstructed access to such equipment
  - b) A fire extinguisher bearing the Underwriters' Laboratories of Canada designation 2-A shall be provided and maintained for each 3000 square feet of floor area
  - c) In every eating establishment wherein cooking is conducted, there shall be provided and maintained therein, one dry chemical fire extinguisher bearing the Underwriters' Laboratories of Canada Designation 40-BC.
  - d) In every eating establishment and exhibit or display in which commercial cooking equipment producing grease-laden vapours are used, the cooking equipment shall be installed and exhaust ventilated in conformance with the requirements of the Ontario Building Code.
  - e) An approved fire extinguisher must be installed in exhibit areas where flame producing devices are used, or when required by an Inspector.
- 6 Hay, straw, shredded paper and excelsior packing must be removed from the building unless it can be returned to tightly closed packing containers.
- 7 Any enclosed showroom with an excess of 2,000 sq. ft. or an occupancy of 60 persons must have two means of egress as remote as possible.
- 8 Boxes, crates and cartons from which merchandise has been removed, must be piled neatly in a storage area designated by Show Management.
- 9 Construction of ceiling decorations of show booths must not impede operation of sprinkler system. Not more than 50% of a ceiling may be covered.
- 10 No width shall exceed 48 without an equal opening
- 11 To test materials hold materials to be tested in a vertical position, apply flame to the lower edge for a minimum of twelve (12) seconds.
- 12 To pass a test of satisfactory resistance to flame spread, a material should not continue to flame for more than two (2) seconds after the test flame is removed.



## ELECTRICAL SAFETY CODE REQUIREMENTS

### ELECTRICAL RULES

The Electrical Safety Code, a Provincial Regulation, requires that all electrical equipment must be approved before it may lawfully be advertised, displayed, offered for sales, sold or otherwise disposed of or used in Ontario.

- It is the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about his/her booth comply with these regulations. This includes electrical merchandise as well as lighting and display equipment.
- One of the fundamental requirements of approval is that appropriate approval markings must appear on each device. If such markings are missing, the device must be considered unapproved, and therefore, subject to special inspections.
- If you wish to display, offer for sale, or use any electrical equipment which is not approved you are required to obtain permission from the Electrical Safety Authority and pay the necessary fees.
- Please refer to the information sheet and application for information on requesting approval. This form is located in the 'Other Contractors' section of the Exhibitor Manual.
- Failure to comply could result in the equipment being ordered removed from display.
- All electrical approvals and hookups are the sole responsibility of the exhibitor.

### CONTACT

All inquiries regarding electrical approvals for equipment should be directed to:

Electrical Safety Authority  
P.O. Box 24143, Pinebush Postal Outlet  
Cambridge, ON N1R 8E6  
Tel: (800) 434-0172  
Fax: (800) 667-4278  
Contact: Customer Service Centre

Please submit necessary forms by **September 13, 2013**