



Welcome

Welcome to the 2013 Woodworking Machinery & Supply Expo (WMS), October 24 - 26, 2013, International Centre, Mississauga (Toronto), Canada.

Please refer to the official letter regarding WMS 2013 from the Canada Border Service Agency found within this manual. It is recommended that this letter be presented by any exhibitor coming into Canada from abroad as part of their customs documents. If you have any questions about customs or shipping, please contact GES CANADA at 905/283-0500, email: toronto@gesexpo.com, or review the GES CANADA forms within the exhibitor manual.

The Program Listing form can be found within this manual. Be sure to complete your Program Listing as soon as possible. Listings will appear in the Web Marketing & Exhibit Directory Listing, and will be included on the WMS web page. If you have any questions regarding your listing, please email: wms@heexpo.com.

If you have any questions regarding the services, rules and regulations, or if you need further assistance, please contact us at 866/967-2016, email: wms@heexpo.com. Thank you for your participation. We look forward to seeing you at the Woodworking Machinery & Supply Expo!

Location

The Woodworking Machinery & Supply Expo is located in Halls 1-3A of the International Centre, easily accessible from all major highways and offering thousands of free parking spaces.

International Centre
6900 Airport Road
Mississauga, Ontario
www.internationalcentre.com

Exhibits Schedule *(subject to change)*

Exhibitor Move In

Monday, October 21 8:00 am – 5:00 pm targeted machinery only

Tuesday, October 22 8:00 am – 5:00 pm

Wednesday, October 23 8:00 am – 5:00 pm

Note: All exhibitors will be given a specific move-in time closer to the show. Exhibitors who do not abide by their scheduled move-in time will be served on a first-come, first-served basis. Please be advised that all booths located in front of loading doors will be the last to move-in and the first to move-out.

Exhibit Hall Open

Thursday, October 24 10:00 am – 6:00 pm

Friday, October 25 10:00 am – 6:00 pm

Saturday, October 26 10:00 am – 4:00 pm

Exhibitor Move Out

Saturday, October 26 4:00 pm – 11:00 pm

Sunday, October 27 8:00 am – 8:00 pm

Admission to the Exhibit Floor

Show Management reserves the right to refuse admission to the show building any visitor, exhibitor, or contractor who, in the opinion of Show Management, is unfit, intoxicated, or in any way creating a disruption of the show. Absolutely no persons under the age of 16 will be permitted into the show. (No infants.) This rule will be strictly enforced. All persons on the exhibit floor must have proper registration credentials.

Aisles

All aisle space belongs to the Exposition. No exhibit or advertisement will be allowed to extend beyond the space assigned to the exhibitor. Any demonstration or activity which results in the obstruction of aisles or prevents ready access to neighboring exhibitors' booths shall be suspended for any period specified by Show Management.

Balloons

The display and distribution of balloons will not be allowed at any time within the exhibit hall. Balloons create many housekeeping problems and are particularly detrimental to the fire detection systems installed in the exhibit hall. Their use is strictly prohibited.

Booth Equipment & Services

The following booth equipment, services and facilities are included free of charge:

- Draped back wall and side rails for booth
- Company listing in the show guide
- Complimentary invitations for your customers
- Complimentary exhibitor badges
- Aisle cleaning

Reminder: All material handling payments are the responsibility of the exhibitor.

Cancellations

Deposits are non-refundable and non-transferable. In the event of cancellation or downsize, the exhibitor must notify Show Management in writing. The exhibitor is responsible for the amount due at the time of cancellation per the payment policy noted on the signed contract.

Catering

The International Centre has exclusive food, beverage and liquor distribution rights within the International Centre. All food and beverage used to generate traffic to a specific booth must be purchased through the International Centre. Note: Alcoholic beverages in the exhibition area are prohibited. See Catering order forms located in this manual.

Crate Storage

Exhibitors will not be permitted to store packing crates and containers in their booths during the period of the show. Properly marked packing materials will be sorted and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify his crates.

Damage to Property

Exhibitors are responsible for damage to uncrated or improperly packed shipments, concealed damage, loss or theft of material after delivery to booth or before material is picked up for return movement. It is expressly understood that the exhibitor will make no claim of any kind against Show Management for any loss, damage or destruction of goods, nor for any damage of any nature to his business by reason of the failure to provide space for any exhibit or the removal of the exhibit.

Dust Collection Duct Work

Please note that any exhibitors who are planning on installing dust collection duct work from the ceiling of the International Centre must hire Showtech Manlift Services for the installation and removal of the duct work. This regulation is in place to protect the safety of the exhibitors and for the protection of the building.

Also note that any duct work installed by exhibitors must also be removed by the exhibitors, again utilizing Showtech Manlift Services. It is the responsibility of the exhibitor to pay for the installation and removal of all duct work. Any duct work left after the show will be removed by Showtech at the exhibitor's expense.

Early Dismantling

No exhibitor will be allowed to dismantle any portion of their exhibit prior to the end of exhibit hours on the final day of exhibits. This is a discourtesy to those attending the Show and to your neighboring exhibitors.

Electrical Safety Code Requirements

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

It is, therefore, the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about his booth comply with these regulations. This includes electrical merchandise as well as lighting and display equipment.

Please see this link for Electrical Safety Authority Forms: <http://www.internationalcentre.com/services/forms-and-guidelines.html>

Exhibit Rules & Regulations

All exhibitors should review the Expo Exhibit Rules and Regulations found within this manual. These display rules must be adhered to on-site, or your display may have to go through costly alterations before the Show opens. The display rules are not meant to limit your ability to showcase your product, but rather to ensure each exhibitor an equal opportunity, within reason, to present their product or service in the most effective manner to the audience. The exhibitor's responsibility can be summed up quite simply as "Be A Good Neighbor." Your agreement to abide by these display rules is a part of the space contract, and they will be strictly enforced by our Floor Managers at Show time. For any questions on the rules and regulations, please contact us at wms@heexpo.com.

Exhibitor Appointed Contractors

GES Canada, the Official Contractor, will have skilled craftsmen available to assist exhibitors in the unpacking, erection, assembling, dismantling, and packing of displays and equipment. If the exhibitor plans to use a company other than the Official Service Contractor provided by Show Management, the EXHIBITOR ONLY must complete and mail the Exhibitor Appointed Contractor form found within this manual and return to Woodworking Machinery & Supply Expo Show Management no later than September 23, 2013.

The Exhibitor or their appointed Contractor shall provide Hall-Erickson, Inc. with a Certificate of Liability Insurance as evidence of coverage on amounts required. Only an original certificate bearing an original signature will be accepted. The purpose for obtaining these certificates is to provide the show, and its insurer, with the information necessary to evaluate the risk potential. A sample Certificate of Insurance can be found in this manual.

Exhibitor Registration

Pre-registered exhibiting personnel should bring their registration confirmation containing a barcode to pick up their badges at Exhibitor Registration located in the International Centre beginning at 8:00 am, Wednesday, October 23, 2013. Badges will not be mailed in advance of the show.

The official registration contractor, Microspec, will send you an email noting your user name and password and the information you need to register your personnel. Once you have the account code you can Register Online at the following link: <https://www.microspec.com/mars/ExLogin.cfm?code=WMS2013>.

Each exhibitor receives complimentary badges. The exhibitor badge entitles the registrant to exhibit hall admittance. Conference registration can be obtained for additional fees. Exhibitor badges will only be produced in the contracted exhibitor's name, i.e., badges will not be produced in the company names of any third-party vendors or representatives that may be part of your exhibit. Exhibitors are urged to pre-register to avoid the time of registering on-site and to comply with security regulations requiring identification of all personnel during the installation period. Badges will be produced on a "print-on-demand" basis. In other words, a badge will not be produced until the individual arrives.

Special Admittance: An exhibitor badge will permit entrance to the exhibit halls at 8:00 am daily during the installation, operating and dismantling of WMS. A Special Admittance pass will be available in the Show Office for those individuals who need access to the exhibit hall prior to the posted installation, operating and dismantling times.

Temporary Work Passes: Temporary work passes will be available for exhibitor representatives who will be installing and dismantling exhibitors' booths but who are not official exhibitor personnel.

Please contact Show Management at 866/967-5516 or email exhregwms@heexpo.com with any questions you may have regarding exhibitor registration.

Health and Safety

Exhibitors are reminded that all trade show facilities in the Province of Ontario fall under the Occupational Health and Safety Act (OHSA). By participating in Woodworking Machinery & Supply Expo 2013, all exhibitors agree to conduct all business at the show in accordance with the requirements of the OHSA as outlined by the Ministry of Labour. Please refer to the Exhibit Rules & Regulations section of this exhibitor manual for more details.

Insurance

Neither Show Management nor the building owners will accept responsibility for injury to persons, loss of or damage to products, exhibits, equipment, or decorations, by fire, accident, theft or any other cause while in the building or on the grounds. Exhibitors must provide adequate insurance for their own personnel, exhibits, and materials against all such hazards and must name VANCE COMMUNICATIONS CANADA ULC and Hall-Erickson, Inc. as additional insured. For your convenience, please refer to the Canfinse Group Inc. forms in this manual or contact Canfinse Group Inc. at 905/695-2971, fax: 905/760-12260.

We recommend that exhibitors review their company insurance coverage prior to the show. Most insurance companies will provide additional riders if extra coverage is desired.

Media Representatives Zero-Tolerance Policy for On-Site Soliciting

Tradeshow and Trade Press representatives are reminded that the following activities are prohibited during the 2013 Woodworking Machinery & Supply Expo:

- Discussing opportunities or distributing literature with the sole purpose of soliciting advertising or trade show/conference participation.
- Setting up appointments between exhibitors and publication representatives for further on- or off-site business dealings.

Anyone found conducting such practices without prior, written consent from show management may have their credentials revoked and be removed from the premises for the duration of the show.

Please contact Woodworking Machinery & Supply Expo Management at, 866/967-2016 if you have any questions.

No Smoking Policy

Smoking is not permitted in the Exhibit Halls or other conference sessions.

Parking

Parking is always FREE at the International Centre. They have over 5,000 on-site parking spaces.

Retail Sales of Goods & Services

Retail sales may be permitted in the hall, but it is the sole responsibility of the exhibitor to comply with Federal, Province and Local Laws, Regulations and Ordinances concerning such sales, including tax and license fees. Exhibitor agrees to hold Show Management and the International Centre harmless with respect to such compliance.

Security

Entry to and exit from the exhibit area will be possible only through the main Show entrance and all persons entering and leaving must wear a badge issued by Show Management. During installation and dismantling periods, no one will be permitted in the exhibit area before published times. Lost or stolen property must be reported to the Security Office as soon as possible. Please remember that any claim must be properly documented in order to receive reimbursement from your insurance company.