



## **Welcome**

Welcome to the 2017 Woodworking Machinery & Supply Expo (WMS), November 2 - 4, 2017, International Centre, Mississauga (Toronto), Canada.

## **Customs**

Please refer to the official letter regarding WMS 2017 from the Canada Border Service Agency found within the customs section of 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](mailto:toronto@gesexpo.com), or review the GES CANADA forms within the exhibitor manual.

## **Directory Listing**

Be sure to complete the [Program Listing form](#) found within this manual as soon as possible. The information you provide will be included electronically on the WMS website as well as in the printed show directory handed out to all attendees. If you have any questions regarding your listing, please email: [wms@heexpo.com](mailto:wms@heexpo.com)

## **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, November 1, 2017. 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=WMS2017>.

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 630/434-7779, 800/752-6312 or email [wms@heexpo.com](mailto:wms@heexpo.com) with any questions you may have regarding exhibitor registration.

## Location

The Woodworking Machinery & Supply Expo is located in Halls 1 and 2 of the International Centre, easily accessible from all major highways and offering thousands of free parking spaces. The International Centre is located across the street from Toronto Pearson International Airport.

International Centre  
6900 Airport Road  
Mississauga, Ontario  
[www.internationalcentre.com](http://www.internationalcentre.com)

## Exhibits Schedule *(subject to change)*

### Exhibitor Move In

Monday, October 30	8:00 am – 5:00 pm <i>targeted machinery only</i>
--------------------	--

Tuesday, October 31	8:00 am – 5:00 pm
---------------------	-------------------

Wednesday, November 1	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, November 2	10:00 am – 6:00 pm
----------------------	--------------------

Friday, November 3	10:00 am – 6:00 pm
--------------------	--------------------

Saturday, November 4	10:00 am – 4:00 pm
----------------------	--------------------

### Exhibitor Move Out

Saturday, November 4	4:00 pm – 11:00 pm
----------------------	--------------------

Sunday, November 5	8:00 am – 8:00 pm
--------------------	-------------------

Monday, November 6	8:00 am – 12:00 noon
--------------------	----------------------

## Admission to the Exhibit Floor

Show Management reserves the right to refuse admission to the show 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 (including infants in strollers). 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.

## **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. Please see this link for Catering order forms:

<http://www.internationalcentre.com/services/forms-and-guidelines.html>.

## **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 Power & Lighting 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 Power & Lighting. 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](mailto:wms@heexpo.com).

### **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 2017, 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 CCI Media and Hall-Erickson, Inc. as additional insured.

You may use your own insurance carrier or contact the following:

[Exhibitorinsurance.com](http://Exhibitorinsurance.com)

ATTN: John Neo

P. 905-695-2971 Ext. 103

F. 905-760-2260

[info@exhibitorinsurance.com](mailto:info@exhibitorinsurance.com)

[Please click this link to obtain your exhibitor insurance for the Woodworking Machinery & Supply Conference and Expo 2017.](#)

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**

Tradeshows and Trade Press representatives are reminded that the following activities are prohibited during the 2017 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 630/434-7779 or 800/752-6312 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.

If you have any questions regarding the services, rules and regulations, or if you need further assistance, please contact us at 630/434-7779, 800/752-6312, email: [wms@heexpo.com](mailto:wms@heexpo.com). Thank you for your participation. We look forward to seeing you at the Woodworking Machinery & Supply Expo!

Hall-Erickson, Inc. (WMS Show Management)  
98 E. Chicago Ave  
Westmont, IL 60559  
630/434-7779, 800/752-6312; [wms@heexpo.com](mailto:wms@heexpo.com)