

CMTS

CANADIAN MANUFACTURING
TECHNOLOGY SHOW

October 4-7, 2021

The International Centre • Toronto, ON

EXHIBITOR MANUAL

What's Inside:

- Event Information
- Official Vendors & Suppliers
- Important Dates
- Discount Deadlines
- Order Forms
- and more!

cmts.ca/exhibitor-manual

Strategic Event Partners



Official Media Partners





CANADIAN MANUFACTURING
TECHNOLOGY SHOW



Dear Exhibitor:

Welcome to the 2021 Canadian Manufacturing Technology Show!

This is your Exhibitor Manual - a valuable resource and tool containing the information you need to successfully plan, prepare and organize your exhibit.

We encourage you to review this entire manual in order to get the most out of your CMTS experience.

Within this manual you will find necessary tools including:

- Deadlines and dates
- Order forms
- Regulations and rules
- Contacts
- Planning tools
- and much more

Please make note of the important deadlines and our Exhibitor Planning checklist and return the forms at your earliest convenience. Early form submission provides you with the most cost-saving opportunities. It also allows SME and our Partners/Contractors the time to provide you with the best possible service.

For questions or feedback about the contents of this manual, please do not hesitate to contact me. If you have supplier-related questions, please feel free to contact the Service Provider directly.

This event represents the collective investment of time, energy, and resources on the part of both the organizers and the exhibitors. It is our hope that this manual helps maximize your return on that investment. On behalf of the staff and management of SME, we look forward to seeing you at the CMTS October 4 – 7, 2021.

All the best,

Maureen Owens
Event Operations Manager
7100 Woodbine Avenue, Suite 312 | Markham, ON L3R 5J2 | www.sme.org
mowens@sme.org | Direct: 905-752-4434 or 888-322-7333 ext 4434
Mobile: 416-318-1568

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EXHIBITOR CHECKLIST & IMPORTANT DATES

DUE 3 MONTHS BEFORE THE SHOW

- Send high resolution **company logo** to your SME Sales Executive.
- Review **sponsorship** opportunities.
- Pay balance** of booth space.
- Send **CMTS invitations** to customers & prospects.
- Complete and return Exhibitor Questionnaire to **GES** by **AUGUST 2**
- Login to the **Exhibitor Dashboard** online to submit your **Show Guide** listing, **New Products**, and Press Releases. *Show guide listings must be submitted online by **AUGUST 6***
- Order **show guide ad** from **SME**. **AUGUST 6**
- Order **lead retrieval** from **Convention Data Services (CDS)** *Early Bird **JULY 30** & Advanced **AUGUST 26***
- Plan your booth layout. Make sure your booth conforms to the show rules and regulations.
*Discounted rates with **GES** end **SEPTEMBER 1***
- Make **hotel** reservations through **onPeak** by **SEPTEMBER 8**. Make airline/car reservations.
- Order **transportation** for booth to and from the show site.
*If customs and transportation needs to be arranged, please contact **Cross Connect Customs & Events Logistics***

Use this checklist to help you organize your participation at CMTS 2021. **Remember** - orders for Exhibitor Services received after the posted deadlines may be subject to additional charges!

1 MONTH BEFORE THE SHOW

- Order on-site services from **SHOWTECH POWER & LIGHTING**. *Discounted rates end **SEPTEMBER 2***
- Return signed **Health & Safety Regulations** form to SME by **SEPTEMBER 10**
- Submit **Liability Insurance Certificate** to SME by **SEPTEMBER 10**
- Submit **Exhibitor Appointed Contractor** (if applicable) form to **SME** by **SEPTEMBER 10**
- Submit forms for **electrical approvals** via the **Electrical Safety Authority** by **SEPTEMBER 10**
- Order scrap **metal removal** from **Caldas Building Services** by **SEPTEMBER 27**
- Finalize booth personnel and **register exhibitor badges**. Order temporary staffing from **Datatext** by **SEPTEMBER 8**
- Order **AV, Computer, Telecommunications** services for your booth. *Order **Encore** by **SEPTEMBER 13***
- Direct shipments** and **courier shipments** begin being accepted at trade show facility on **OCTOBER 1**
- Double-check to ensure all required show services have been ordered.
- Confirm and prepare your **sales and marketing materials**.
- Encourage your new and existing customers to register online.

WEEK OF THE SHOW

- Move-in.** Please refer to your targeting letter for exact time and date.
- Event Dates**

Monday, October 4, 2021	10:00am – 5:00pm
Tuesday, October 5, 2021	10:00am – 5:00pm
Wednesday, October 6, 2021	10:00am – 7:00pm
Thursday, October 7, 2021	10:00am – 4:00pm
- Move-out.** Please refer to your targeting letter for exact time and date.

AFTER THE SHOW

- Follow up on all the leads secured at the show!

EVENT MANAGEMENT

Director, Canadian Events	Julie Pike	(905) 752-4471	jpike@sme.org
Event Manager	Sasha Stone	(905) 752-4425	stone@sme.org
Sales Executive (A-E)	Tyler Sullivan	(313) 425-3434	tsullivan@sme.org
Sales Executive (F-N)	Allison Martinez	(905) 752-4416	amartinez@sme.org
Sales Executive (O-Z)	Quiana Cooke	(905) 752-4452	qcooke@sme.org
Project Manager	Arjun Hajela	(905) 752-4437	ahajela@sme.org
Event Operations Manager	Maureen Owens	(905) 752-4434	mowens@sme.org
Customer Service Manager	Arjun Hajela	(905) 752-4437	ahajela@sme.org

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.

OFFICIAL VENDORS



Official Vendors for CMTS 2021 will be represented by an Official Vendor logo. LOOK for this logo on all Official Vendor communications and forms. Representatives from these companies may be contacting you regarding specific deadlines.



EVENT SCHEDULE

SHOW LOCATION The International Centre
6900 Airport Rd
Mississauga, ON L4V 1E8

SHIPPING ADDRESS Name of Exhibitor, Booth #
Canadian Manufacturing Technology Show 2021
The International Centre, Halls 2-4
6900 Airport Rd.
Mississauga, ON L4V 1E8
Tel: (800) 567-1199
Box ___ of ___

MOVE-IN DATES & TIMES

Heavy Machinery by Appointment Only	Tuesday, September 27, 2021	8:00 am – 4:00 pm
Heavy Machinery by Appointment Only	Tuesday, September 28, 2021	8:00 am – 4:00 pm
Heavy Machinery by Appointment Only	Wednesday, September 29, 2021	8:00 am – 4:00 pm
Heavy Machinery by Appointment Only	Thursday, September 30, 2021	8:00 am – 4:00 pm
All Exhibitors	Friday, October 1, 2021	8:00 am – 4:00 pm
All Exhibitors	Saturday, October 2, 2021	8:00 am – 4:00 pm
LIFO/All Exhibitors	Sunday, October 3, 2021	8:00 am – 4:00 pm

EXHIBIT DATES & TIMES

Monday, October 4, 2021 10:00 am – 5:00 pm
Tuesday, October 5, 2021 10:00 am – 5:00 pm
Wednesday, October 6, 2021 10:00 am – 7:00 pm
Thursday, October 7, 2021 10:00 am – 4:00 pm

MOVE-OUT DATES & TIMES

LIFO/All Exhibitors	Thursday, October 7, 2021	4:00 pm – 10:00 pm
All Exhibitors	Friday, October 8, 2021	8:00 am – 12:00 pm
All exhibits except Heavy Machinery must be removed by 12:00 pm on Friday, October 8		
Heavy Machinery by Appointment Only	Saturday, October 9, 2021	8:00 am – 4:00 pm

At the close of the show, where exhibitors fail to pick up or couriers refuse to accept shipments, Show Management reserves the right to re-route such shipments where no disposition is provided.

N.B. - 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 Transportation Carriers.

SERVICE PROVIDERS – OFFICIAL VENDORS

ADVANCE WAREHOUSING	Cross Connect Customs & Event Logistics Inc. Advanced Warehouse opens September 3	Order Forms: http://bit.ly/CMTSCROSSCONNECT	info@crossconnectcl.com Pat D'Alessandro (416)726-7229 Zaza Villi (416) 998-9398 Danny Mekhuri (416) 704-1956 Sunny Salas (416) 676-1124
AUDIO VISUAL & TELECOMMUNICATIONS	Encore AV & Internet Early-bird pricing ends September 13	Order Form: bit.ly/CMTSENCOREAV	Brian Cooney (416) 553-9629 Mark.Cooney@encoreglobal.com
BOOTH CATERING	The International Centre	Menu and Order Form: bit.ly/CMTSCATERING	Dorothy Pyszczynski (905) 678-5600 dpyszczynski@internationalcentre.com
BOOTH CLEANING / FLOOR TAPE / RECYCLING PROGRAM	Caldas Building Services	Order Form: Booth Cleaning Proper Floor Tape Recycling Program	(905) 672-2304 info@caldas.ca
CHIP DRUMS / SCRAP METAL REMOVAL	Caldas Building Services Discounted rates end September 8	Order Form: bit.ly/CALDASMETAL	(905) 672-2304 info@caldas.ca
COOLANT	SME Canada	Order Forms: bit.ly/CMTSCOOLANT	Maureen Owens (905) 752-4434 mowens@sme.org
CUSTOMS BROKER	Cross Connect Customs & Event Logistics Inc.	Order Forms: bit.ly/CMTSCROSSCONNECT	info@crossconnectcl.com Pat D'Alessandro (416)726-7229 Zaza Villi (416) 998-9398 Danny Mekhuri (416) 704-1956 Sunny Salas (416) 676-1124
ELECTRICAL SERVICES Power Outlets, Rental Lighting, Machine Connections, Sign & Banner Hanging, Mechanical Connections (air, water, gas)	SHOWTECH Advance Pricing ends September 2	Order Online: https://e.showtechordering.com/ST-00059708	(905) 677-9546 TerryLyn Hartshorn thartshorn@showtech.ca Rocky Mele rmele@showtech.ca
ELECTRICAL EQUIPMENT APPROVAL Permission to Show/Energize	Electrical Safety Authority Due September 10	Forms: bit.ly/CMTSELECTRICAL	1 (877) 372-7233 

SERVICE PROVIDERS – OFFICIAL VENDORS

<p>GENERAL SHOW CONTRACTOR Heavy Machinery & Material Handling, Signs & Graphics, Forklift & Labour, Displays & Furnishings, Carpet Installation, Dismantling, Plants</p>	<p>GES Canada Advance Discount Pricing ends September 1</p>	<p>Online Ordering: https://ordering.ges.com/CA-00059725</p>	<p>Autymn Gelette (416) 896-7523 torontoexhibitorservices@ges.com</p>
<p>HOTELS</p>	<p>onPeak Discounted rates end September 8</p>	<p>Reserve Hotel Rooms Online: https://compass.onpeak.com/e/012604858/0#hotels</p>	
<p>INSURANCE</p>	<p>Exhibitor Insurance.com Proof of insurance due to SME by September 10</p>	<p>Apply Online: https://www.exhibitorinsurance.com/pub/cnt/</p>	<p>(905) 695-2971 info@exhibitorinsurance.com</p>
<p>LEAD RETRIEVAL SYSTEMS</p>	<p>Convention Data Services (CDS) Early Bird rates end July 30 Advance Rates end August 26</p>	<p>Order Online: bit.ly/CMTSLRWEB</p>	<p>Convention Data Services (CDS) (800) 746-9734 or (508) 743-0197 xpressleadpro@cdsreg.com</p>
<p>MECHANICAL SERVICES Electrical, Plumbing, Lighting, Sign Installation, Compressed Air, Natural Gas</p>	<p>SHOWTECH Advance Pricing ends September 2</p>	<p>Order Online: https://e.showtechordering.com/ST-00059708</p>	<p>(905) 677-9546 TerryLyn Hartshorn thartshorn@showtech.ca Rocky Mele rmele@showtech.ca</p>
<p>SHOW GUIDE, EXHIBITOR DIRECTORY (ONLINE), NEW PRODUCTS</p>	<p>SME Canada Submit listing to the Exhibitor Dashboard by July 30</p>	<p>Exhibitor Dashboard: bit.ly/CMTSEXDASH</p>	<p>Arjun Hajela (905) 752-4437 ahajela@sme.org</p>
<p>SPECIALTY GASES</p>	<p>Air Liquide</p>	<p>Dana Segin (289) 541-5572 dana.segin@airliquide.com</p>	
<p>TEMPORARY STAFFING</p>	<p>DataText</p>	<p>Tom Newberry (905) 703-1967 tom@datatext-event.com</p>	

EXHIBITOR DASHBOARD – SHOW GUIDE & ONLINE LISTING

All exhibitors must login to the Exhibitor Dashboard in order to be included in the printed show guide, online exhibitor directory, and to access important exhibitor resources.

Visit the Exhibitor Dashboard online: <http://bit.ly/CMTSEXDASH>

Please refer to your company password sent with your welcome confirmation email and invoice.

Submit your **Print Show Guide** listing:

- Your Company & Contact Information
- Your Product Categories
- Up to 3 New Products

ALL EXHIBITORS MUST COMPLETE THEIR LISTING BY July 30, 2021 FOR THE PRINTED SHOW GUIDE!

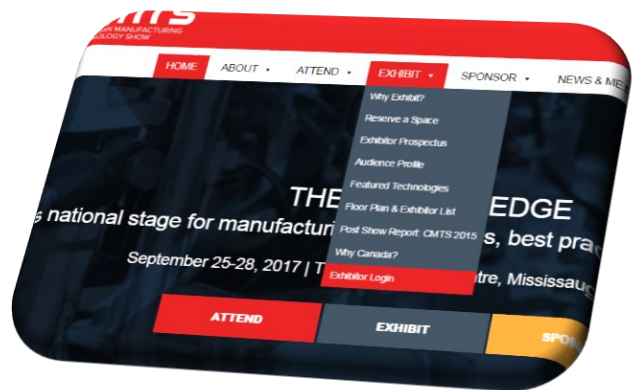
Complete your **Online Directory** listing:

- Add Press Releases
- Add New Products you will be featuring at CMTS
- Add Your Social Media Information

Access important **Exhibitor Resources**:

- Exhibitor Marketing Kit (access banners, custom invites, social media samples, and more!)
- Online Booth Payments
- Register Booth Staff
- Order Lead Retrieval

[EXHIBITOR
DASHBOARD](#)



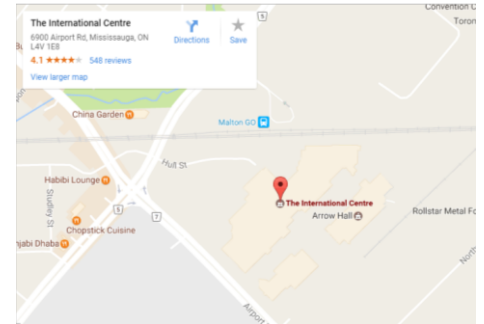
For assistance with the Exhibitor Dashboard,
please contact Cynthia Bond at cbond@sme.org or (313) 425-3019

**Deadline to Submit Company Listing for the Printed Show Guide:
July 30, 2021**

VENUE & DIRECTIONS – THE INTERNATIONAL CENTRE

THE INTERNATIONAL CENTRE

**The International Centre, Halls 2-4
6900 Airport Rd.
Mississauga, ON L4V 1E8**



[Get Directions](#)

TRAVELLING BY BUS

A bus stop is located near the Main Entrance of The International Centre on Airport Road. For current bus transit times and locations, please visit Mississauga Transit <http://www.mississauga.ca/portal/miway> or call them at (905) 615-4636. If you are travelling from Toronto, please visit www.ttc.ca/Routes.

TRAVELLING BY TRAIN

The Malton GO Station is located adjacent to The International Centre across the railway tracks. Please use the tunnel walkway between the Malton GO Station and The International Centre. For current train transit times and locations, please call GO Transit at 1.888.438.6646 or visit www.go-transit.com.

TRAVELLING BY PLANE

The International Centre is located approximately 3 kilometers from Toronto's Pearson International Airport (YYZ) on Airport Road. Many taxi and limousine services are on stand-by at each terminal.

ARRIVING BY CAR

The International Centre is located near 4 major highways – the QEW, the Gardiner Expressway, the 401 and the 407. Get driving directions [here](#).

HOTEL SHUTTLE SERVICE

Shuttle buses will run every 30 minutes between official event hotels and The International Centre.

Shuttle Hours: subject to change

October 4, 2021 - 7:30 am to 6:00 pm
October 5, 2021 - 8:00 am to 6:00 pm
October 6, 2021 - 8:00 am to 8:00 pm
October 7, 2021 - 8:00 am to 1:00 pm



[Download Facility Map](#)

HOTEL ACCOMMODATIONS

SPECIAL RATES

SME has arranged special rates to help you enjoy your stay in Toronto. All reservations should be made through onPeak, the official hotel supplier.



For information on the CMTS hotels and to make reservations please visit: <https://compass.onpeak.com/e/012604858/0#hotels>

You must make your reservation on or before September 8, 2021 to guarantee the special rate.

ALT HOTEL TORONTO AIRPORT

\$149
CAD | avg/night

FAIRFIELD INN AND SUITES TORONTO AIRPORT

\$99
CAD | avg/night

SANDMAN SIGNATURE TORONTO AIRPORT

\$119
CAD | avg/night

THE WESTIN TORONTO AIRPORT

\$135
CAD | avg/night

Rates quoted are Canadian dollars for single/double rooms and do not include taxes.

MOVE-IN INFORMATION

Heavy Machinery by Appointment Only	Tuesday, September 27, 2021	8:00 am – 4:00 pm
Heavy Machinery by Appointment Only	Tuesday, September 28, 2021	8:00 am – 4:00 pm
Heavy Machinery by Appointment Only	Wednesday, September 29, 2021	8:00 am – 4:00 pm
Heavy Machinery by Appointment Only	Thursday, September 30, 2021	8:00 am – 4:00 pm
All Exhibitors	Friday, October 1, 2021	8:00 am – 4:00 pm
All Exhibitors	Saturday, October 2, 2021	8:00 am – 4:00 pm
LIFO/All Exhibitors	Sunday, October 3, 2021	8:00 am – 4:00 pm

“LIFO” exhibitors or “Last in, First out”

LIFO exhibitors are simply exhibitors that are located in high traffic areas of the event load in and load out zones. These exhibitors are established as the final wave of move in slots and the first wave of move out slots and are given exclusive dock locations.

All exhibits must be completed by 4:00 pm, Sunday, October 3, 2021. 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 GES at:
(905) 283-0500 or
[torontoexhibitorservices@ges.com](mailto:tontoexhibitorservices@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.

EMPTY 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 material 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.

POV (Privately Owned Vehicles)

Exhibitors may unload materials from automobiles and small utility vehicles before and reload these materials into automobile and small utility vehicles after the event using exhibitor-owned, non-motorized, non-hydraulic hand trucks and dollies. Vehicles must be owned by exhibitors and must not be commercially registered trucks, trailers, flatbeds, or multiple axle vehicles. Accepted examples include pickup trucks, SUV's, and minivans. Vehicles must check into the Marshalling Yard as list below.

MATERIAL 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.

VEHICLE MARSHALLING INFORMATION

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

Every truck requiring material handling services to unload must first report to the marshalling yard.

- The marshalling yard will be located at **The International Centre on the East Side of Hall 5.**
- 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
- 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.
- 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.
- 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.
- 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.
- The Dock Manager will meet vehicles at the loading doors for anyone requiring access to the show floor in order to off load equipment.

POV (Privately Owned Vehicles)

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MOVE-OUT INFORMATION

LIFO/All Exhibitors	Thursday, October 7, 2021	4:00 pm – 10:00 pm
All Exhibitors	Friday, October 8, 2021	8:00 am – 12:00 pm
All exhibits except Heavy Machinery must be removed by 12:00 pm on Friday, October 8		
Heavy Machinery by Appointment Only	Saturday, October 9, 2021	8:00 am – 4:00 pm

Beginning at 4:00 p.m. on Thursday, October 7, 2021, **AFTER** aisle carpets have been removed, all materials in storage will be returned to the booths.

ALL exhibits must be removed by 12:00 pm on Friday, October 8, 2021, except for heavy machinery which must be removed by 4:00 pm on Saturday, October 9, 2021.

Please direct all trucks to the Marshalling 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.

LIFO EXHIBITORS or "Last in, First out"

LIFO exhibitors are simply exhibitors that are located in high traffic areas of the event load in and load out zones. These exhibitors are established as the final wave of move in slots and the first wave of move out slots and are given exclusive dock locations.

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- The Dock Manager will meet vehicles at the loading doors for anyone requiring access to the show floor in order to off load equipment.



HEALTH & SAFETY FORM

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

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-flops/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 2019 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 or Email to SME Canada:

Email: mowens@sme.org

Fax: (905) 479-0113

Submit by: September 10, 2021

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 lit 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 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 vapors 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.

REGULATIONS GOVERNING WELDING & 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.

HEALTH & SAFETY

SME 2021 Safety First Commitment

As we prepare to welcome the manufacturing community back to our events this fall, SME's health and safety guidelines are our focus to ensure you enjoy the best possible event experience.

We are actively working with facilities and our vendor partners to provide a safe environment for successful events. Recently, many event cities and convention venues have announced new policies and procedures which SME has adopted. To provide greater clarity as we approach the fall, we have created specific guidelines for our SME US Events and SME Canada.

Click [here](#) to see the full SME 2021 Safety First Commitment

NEW FOR 2021 HEALTH & SAFETY PROTOCOLS (subject to change)

The following protocols and guidelines are subject to change based on applicable federal, provincial, and local rules at time of the event.

- **FACE MASKS – NEW FOR 2021!** All participants will be required to always wear a face mask; upon entering the facility, while in any/all areas of the exhibit hall, meeting rooms, etc. Gaiters, bandanas and face shields do not meet our mask requirements and cannot be used as substitutions. The only exception is when consuming food & beverage in designated areas. Exhibitors will go through COVID questionnaire and temp screening each day; i.e. move-in & move-out, show days.
- Exhibitors are required to frequently disinfect their products, displays and high-touch areas.
- The exchange of printed materials, such as business cards and sales brochures is discouraged, with digital alternatives recommended instead.
- Networking events within exhibit booths are discouraged but will be permitted with prior written show management approval.
- Food & beverage sampling is not allowed, i.e. no candy bowls on exhibit counters, no water cooler service is allowed, etc.

GENERAL RULES & REGULATIONS

1) RULES GOVERNING SECURITY OF EXHIBIT HALL

- 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 costs plus applicable GST. Deposits are nonrefundable 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, exhibitor 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.

DISPLAY RULES & REGULATIONS

A. STANDARD BOOTH

DEFINITION

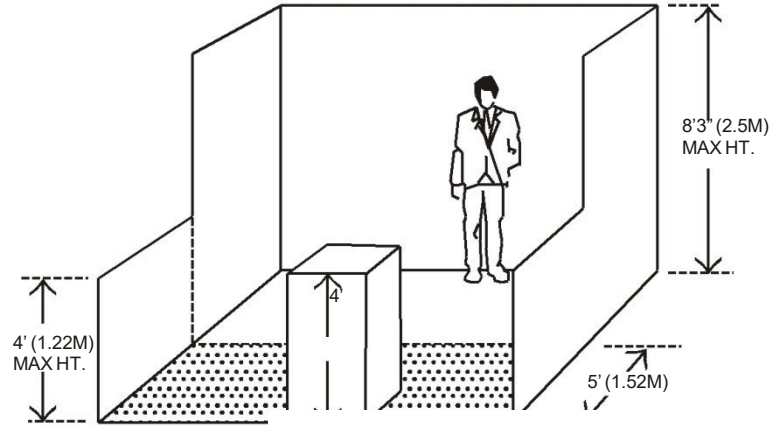
One or more standard units in a straight line

Height

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m).

Intent

If a portion of an exhibit booth extends above 8'3" (2.5m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.



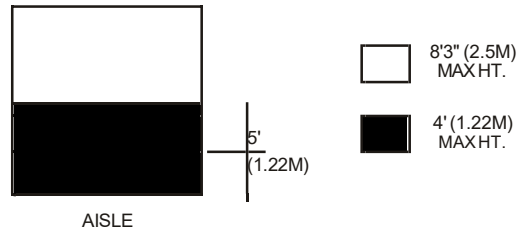
DISPLAY FIXTURES OVER 4' (1.22M) HIGH MUST BE CONFINED TO THAT AREA OF THE BOOTH THAT IS AT LEAST 5' (1.52M) FROM THE AISLE LINE

Depth

All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.

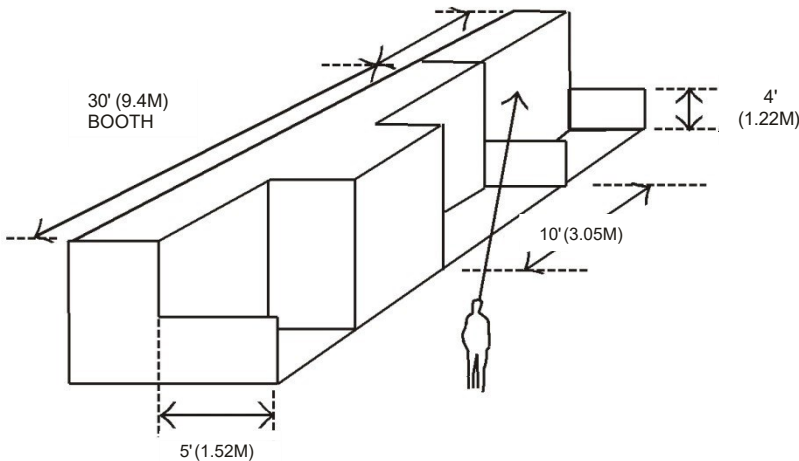
Intent

Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space – 30 lineal feet (9.14m) or more – should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended



IMPORTANT

Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.



DISPLAY RULES & REGULATIONS

B. PERIMETER WALL BOOTH

DEFINITION

Standard booth located on the outer-perimeter wall of the exhibit floor.

Height

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12'0" (3.66m) in perimeter-wall booths.

Intent

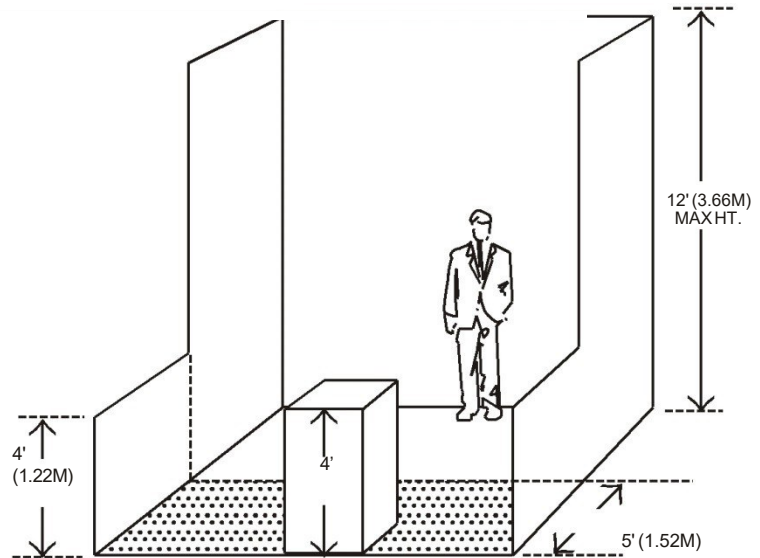
Because the outer perimeter booths are not backed up against another exhibitor's booth, display back walls and materials over 8'3" (2.5m) will not interfere with or distract from any other exhibit booth.

Depth

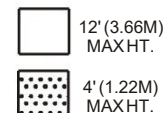
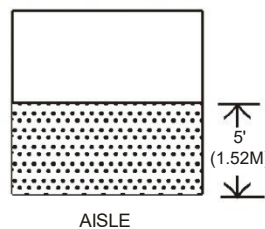
All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.

Intent

Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space – 30 lineal feet (9.14m) or more – should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.



DISPLAY FIXTURES OVER 4' (1.22M) HIGH MUST BE CONFINED TO THAT AREA OF THE BOOTH THAT IS AT LEAST 5' (1.52M) FROM THE AISLE LINE



IMPORTANT

Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

Exhibitors considering a perimeter-wall booth in order to take advantage of the extra height permitted should design their exhibit so that it can be used either at the 8'0" (2.44m) height or the 12'0" (3.66m) height, so that it can be used in all future shows even if a perimeter-wall space is not available.

DISPLAY RULES & REGULATIONS

C. PENINSULA BOOTH

DEFINITION

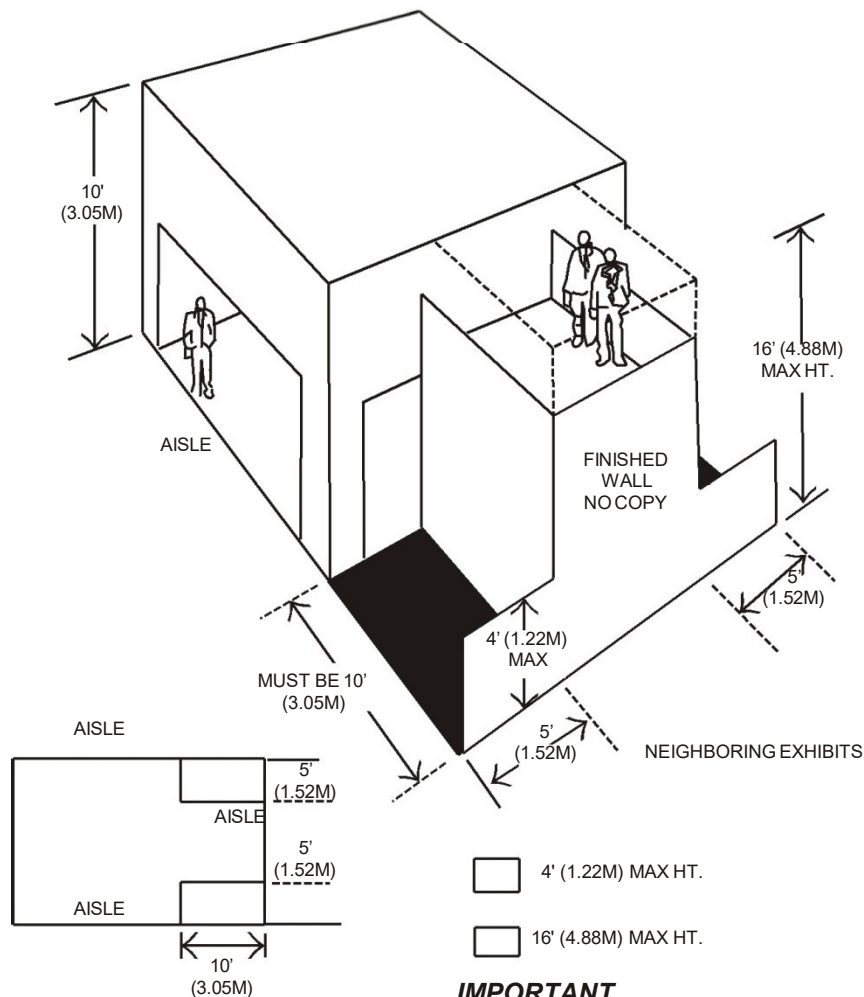
Exhibit with one or more display levels in four or more standard units back to back with an aisle on three sides.

Height

Exhibit features, components and identification signs will be permitted to a maximum height of 16'0" (4.88m), provided written approval is received from exposition management at least 60 days prior to the show.

Intent

When an exhibit in a peninsula booth configuration exceeds 8'3" (2.5m), it does not interfere with other exhibitors because it does not back up against another exhibitor's back wall. The extra height is often needed to permit the open walk-through approach normally used in this type of location. The 16'0" (4.88m) height limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the others' efforts. Also, the 16'0" (4.88m) high exhibit will fit into almost any exposition center, thus permitting each exhibitor to get maximum use of his or her exhibit.



Depth

All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of a neighboring exhibit, must be confined to that area of the booth that is at least 5'0" (1.52m) from the aisle line to avoid blocking the sightline from the aisle to the adjoining booth.

Intent

Exhibitors adjoining peninsula exhibits are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

Structural Integrity

All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components 16'0" (4.88m) in height must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural

engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official or the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

Intent

Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

IMPORTANT

Peninsula booths are normally "faced" towards the cross aisle. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and must not carry identification signs or other copy that would detract from the adjoining exhibit. Exhibitors are cautioned when installing a display with a ceiling or second level to check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

**PENINSULA BOOTHS MAY NOT
HAVE SOLID BACKWALLS**

DISPLAY RULES & REGULATIONS

D. SPLIT ISLAND BOOTH

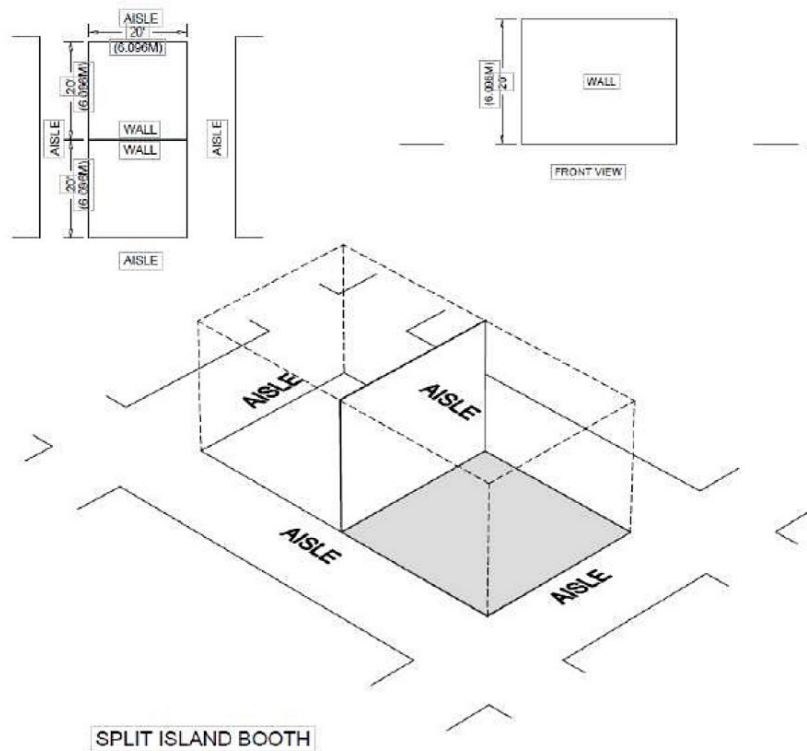
DEFINITION

A Split Island Exhibit is a Peninsula Booth which shares a common back wall with another Peninsula Booth.

Split Island Exhibit Height

The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions.

The maximum height range allowance is 16'0" (4.88m). The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos & graphics shall be set back ten feet (10') from adjacent booths.



DISPLAY RULES & REGULATIONS

E. ISLAND BOOTH

DEFINITION

Exhibit with one or more display levels in four or more standard Units with aisles on all four sides.

Height

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16'0" (4.88m), provided written approval is received from exposition management at least 60 days prior to the show.

Intent

When an island booth exceeds 8'3" (2.5m), it does not interfere with other exhibitors because it obviously does not back up against another exhibitor's back wall. The extra height is often required in an island booth exhibit to permit the open walk-through approach normally used in this type of location. The 16'0" (4.88m) maximum height limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the other's efforts. Also, the 16'0" (4.88m) high exhibit will fit into most exposition centres, thus permitting each exhibitor to get the maximum use of his or her exhibit.

Depth

Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

Intent

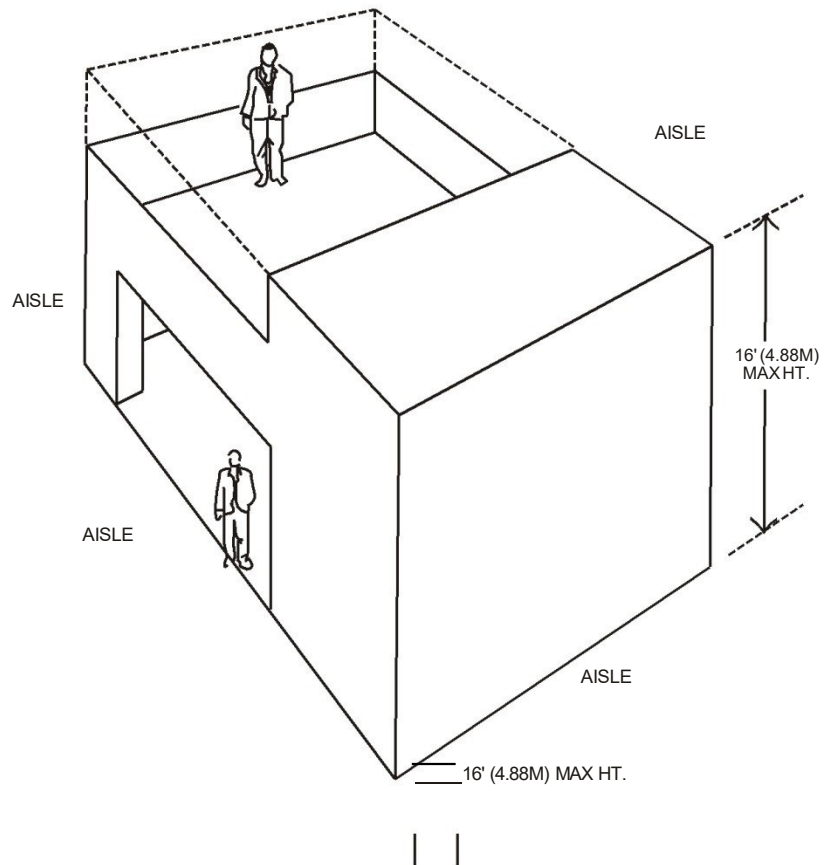
Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

Structural Integrity

All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components 16'0" (4.88m) in height must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

IMPORTANT

Exhibitors are cautioned when installing a display with a ceiling or second level to check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.



DISPLAY RULES & REGULATIONS

F. CANOPIES & CEILINGS

DEFINITION

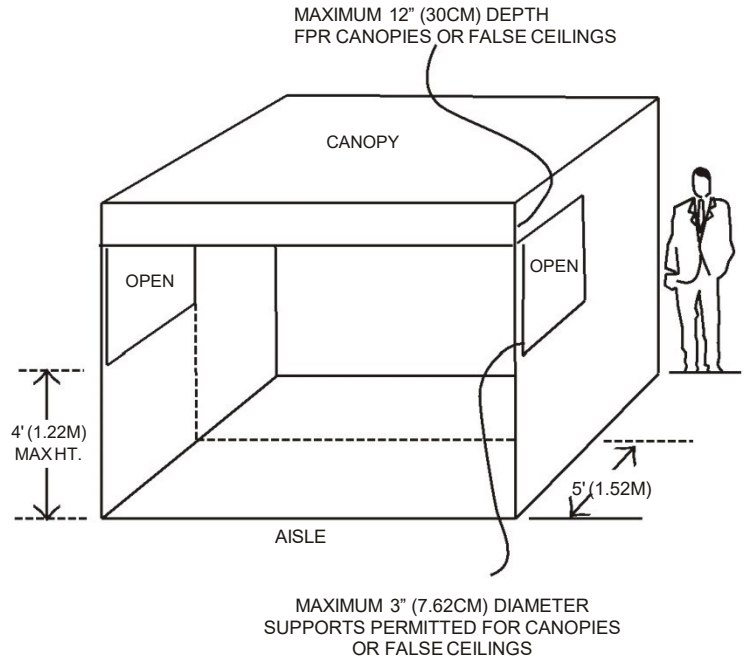
An exhibit component supported over an exhibitor's space for decorative purposes only.

Height

Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed 8'3" (2.5m) in height in a standard booth configuration. Furthermore, the canopy or false ceiling will not exceed 1'0" (30cm) in depth and cannot be used for identification or display purposes.

Intent

Exhibitors requiring canopies or false ceilings to create the desired exhibit environment within their booth space should be allowed to do so as long as the canopy and its support structure does not violate the intent of the height or depth regulation.

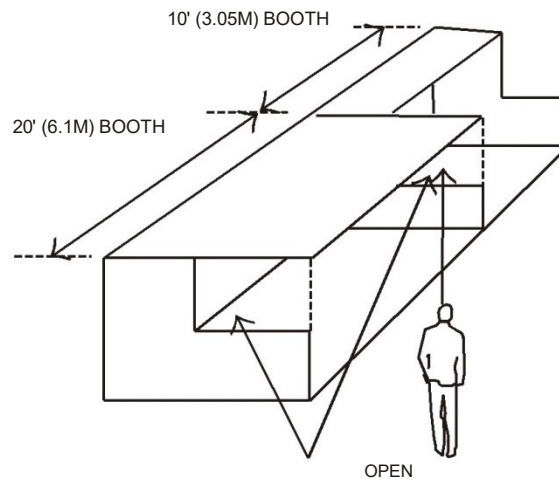


Depth

Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor's space providing that the support structure will not exceed 3" (7.62cm) in width when placed within 10 lineal feet (3.05m) of an adjoining exhibit and not confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line. Furthermore, canopies, false ceilings or umbrellas will not be used for identification or display purposes except as would normally be allowed for any exhibit component within the regulations set forth for the exhibit configuration.

Intent

Exhibitors adjoining exhibits with canopies are entitled to the same reasonable sight line from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.



IMPORTANT

Exhibitors are cautioned when installing a display with a ceiling or second level to check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

DISPLAY RULES & REGULATIONS

G. CORNER & DOUBLE CORNER

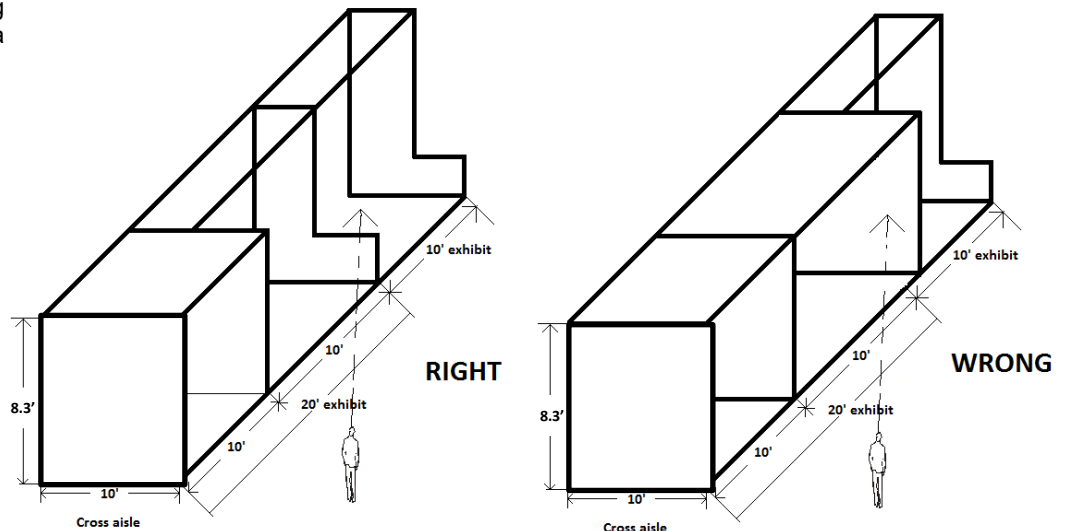
Corner

Definition

A standard exhibit with at least 15' of main aisle frontage with an adjoining neighboring exhibit on one side and a cross aisle on the other.

Intent

Exhibitors adjoining corner exhibits are entitled to the same reasonable sightline from the aisle as if they were not next to a corner exhibit.



Intent

This type of exhibit must limit the placement of all displays from 14' to 16' in height to 5' from the main aisle and extending 10' from the common side with the neighboring exhibit to the cross aisle and extending to the main aisles, the 8' displays are allowed.

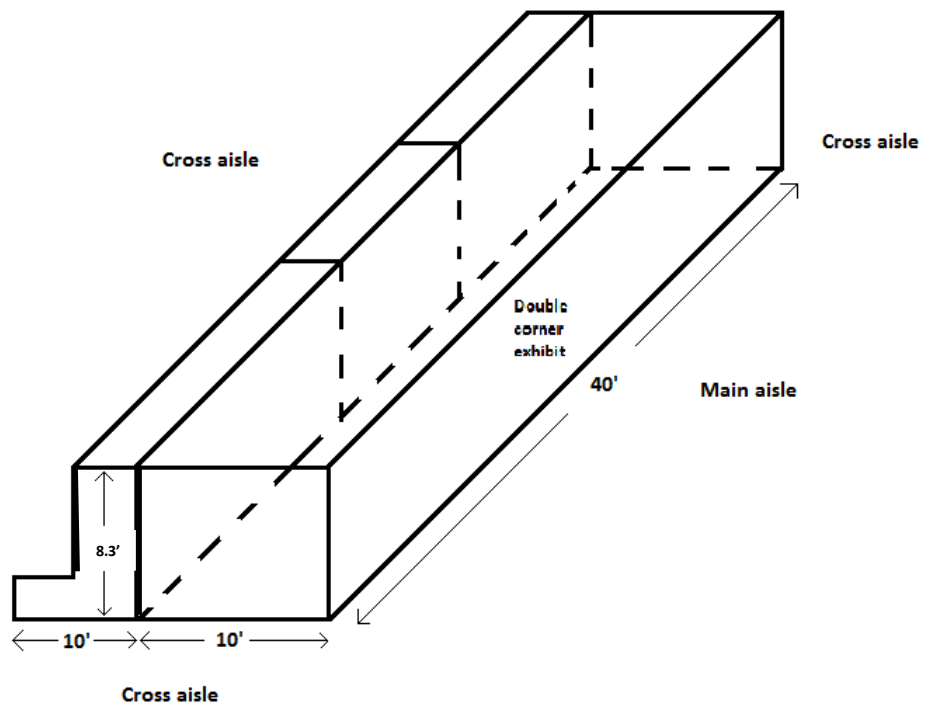
Double Corner

Definition

Double corner exhibits have three open sides, two sides on the cross aisles and one large open side on the main aisle.

Height

All displays and equipment up to 16' in height are allowed anywhere within the double corner exhibit area because there is no adjacent neighboring exhibit.



DISPLAY RULES & REGULATIONS

H. TOWERS

DEFINITION

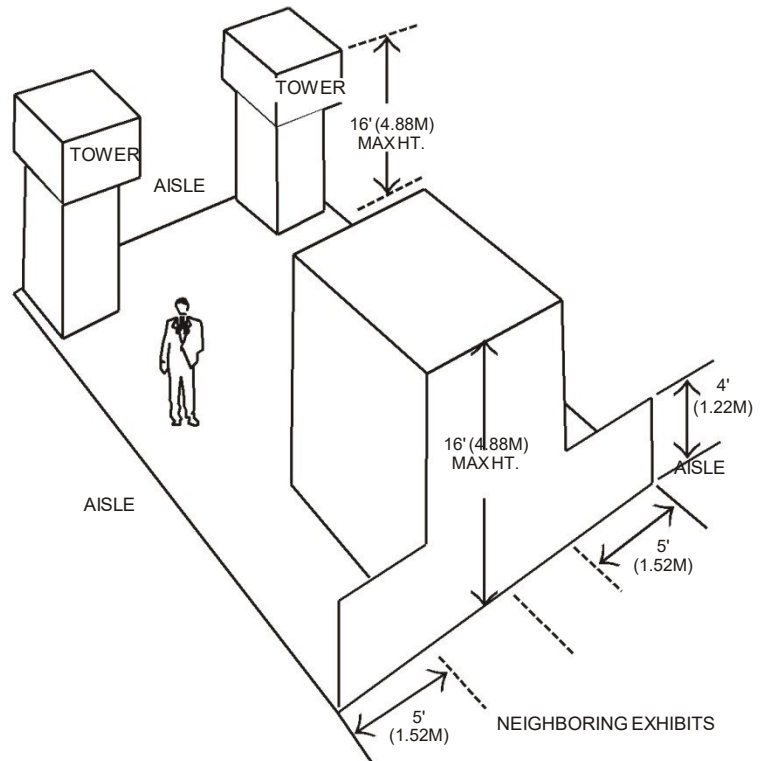
A free standing exhibit component separate from the main exhibit fixture that is used for identification and display purposes only.

Height/Depth

Towers will be permitted to a height and depth that correspond to the height and depth regulations for the appropriate exhibit configuration of which they are a part. For example, towers that are part of a peninsula exhibit will not exceed 16'0" (4.88m) in height, and will not be placed within 10 lineal feet (3.05m) of a neighboring exhibit unless they are confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line to avoid blocking the sightline from the aisle to the adjoining booth.

Intent

Towers are part of the overall exhibit presentation and, therefore, must be treated as a component of the total exhibit configuration. The maximum height and depth regulations have been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest, while also assuring exhibitors who are adjoining exhibits with towers of the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.



Structural Integrity

All towers must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the tower is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings.

Intent

Exhibitors adjoining exhibits with towers are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

DISPLAY RULES & REGULATIONS

I. HANGING SIGNS

DEFINITION

An exhibit component suspended above an exhibit of four or more standard units back to back with an aisle on at least three sides for the purpose of displaying graphics or identification

Height

Standard Booth: 8'3" (2.5m)
Perimeter Booth: 12'0" (3.66m)
Peninsula Booth: 16'0" (4.88m)
Split Island Booth: 16'0" (4.88m)
Island Booth: 16'0" (4.88m)

Intent

Hanging signs are part of the overall exhibit presentation and, therefore, must be treated as a component of the total exhibit configuration. All signs, whether suspended or attached to the exhibit fixture, will be permitted to a maximum height that corresponds to the appropriate exhibit configuration.

Depth

All hanging signs must be set back at least 25% of the booth's width dimension from the back line of the booth.

Intent

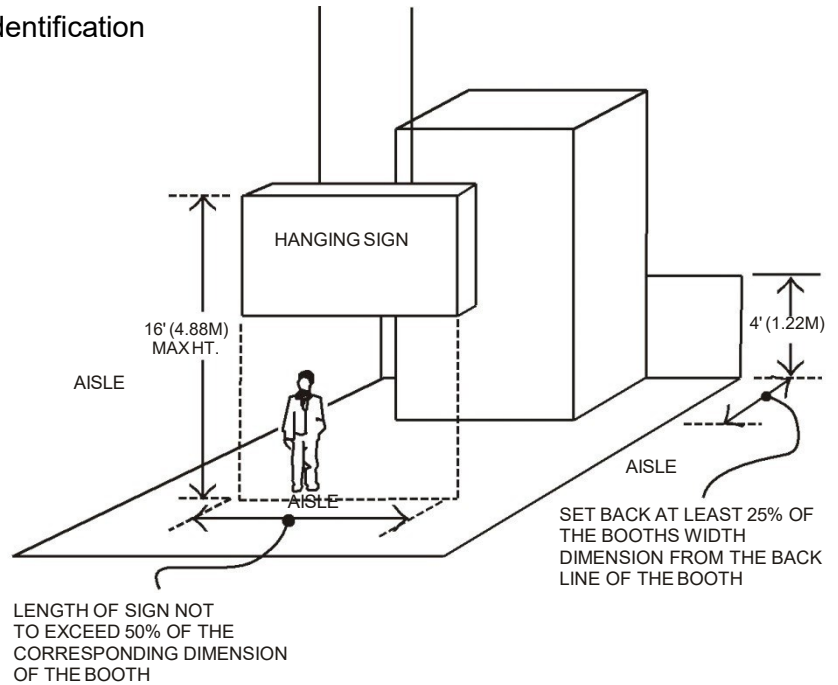
Hanging signs, whether double-faced or not, should be set back within the exhibitor's space so as not to detract from the overall impact of the exhibit that is directly adjacent.

Size

Hanging signs and graphics will be permitted to a total length on each side of the exhibitor's space that does not exceed 50% of the corresponding dimension of the booth.

Intent

The size and number of hanging signs must be limited in order to minimize the stress to the facility ceiling structure on the part of any one exhibitor.



Structural Integrity

All hanging signs must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the component is being hung, suspended and removed at the show site that include a signature or stamp of a reviewing structural engineer indicating that the stress points for hanging the sign have been properly engineered, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. (Note: exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.)

Intent

Exhibitors adjoining booths with hanging signs are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

DISPLAY RULES & REGULATIONS

J. DEMONSTRATIONS

DEFINITION

The part of the exhibit program involving the interaction of exhibit personnel and their audience through corporate presentations, product demonstrations or sampling.

Regulation

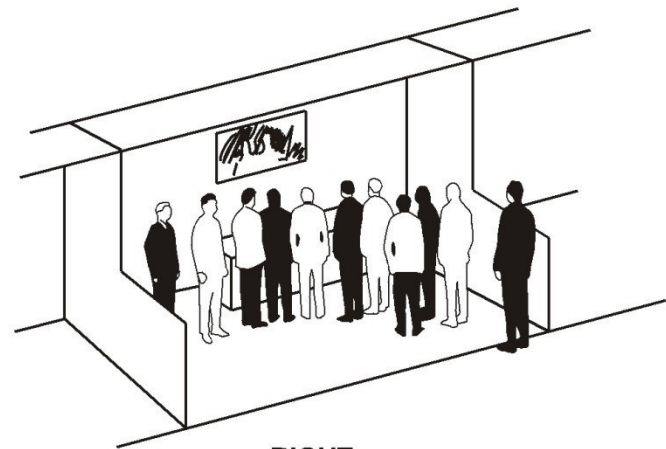
Demonstration areas must be organized within the exhibitor's space so as not to interfere with any traffic aisle and sampling or demonstration tables must be placed a minimum of 2'0" (60cm) from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, exposition management will have no alternative but to request that the presentation or sampling be eliminated.

Intent

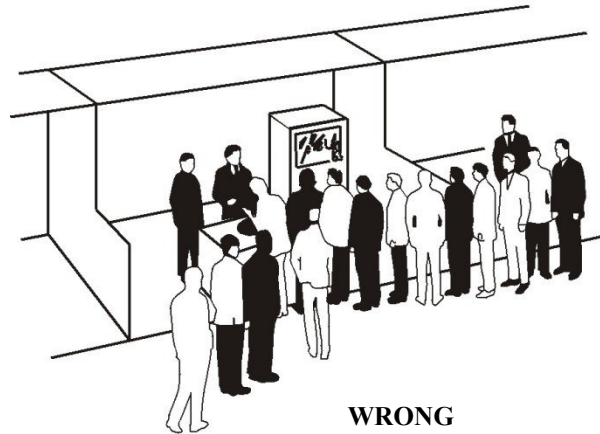
The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or for sampling and interfere with the flow of traffic down aisles or create excessive crowds in neighboring booths, it is an infringement on the rights of other exhibitors. Aisles must not be obstructed at any time.

Sound

Exhibitors must police their own booths to be sure the noise levels from demonstrations or sound systems is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Exposition management reserves the right to determine at what point sound constitutes interference with other and must be discontinued.



RIGHT



WRONG

Safety Precautions

All product demonstrations involving any moving and potentially hazardous machines, displays or parts, must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor, personnel who can stop the demonstration in the event of an emergency and all demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks or flames, must be approved in writing by exposition management 60 days prior to the show.

DISPLAY RULES & REGULATIONS

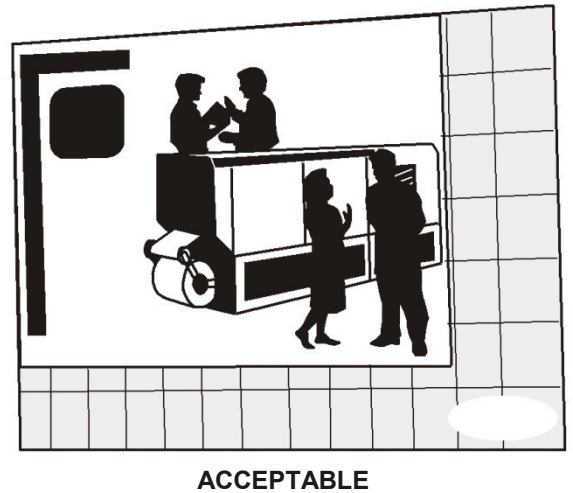
K. POSITIONING & OPERATION OF MACHINERY

The display, operation and demonstrator/operator must be within the confines of the booth at all times. No part of the exhibit may extend into the aisle and no booth personnel may be stationed in the aisle, even temporarily.

A situation where an operator must stand in the aisle to start or demonstrate a machine is unacceptable. The operator must be able to start and demonstrate the machine from within the confines of the allotted booth space at all times.



**ALL MACHINERY AND
BOOTH PERSONNEL
MUST REMAIN WITHIN
THE CONFINES OF
THE BOOTH AT
ALL TIMES.**



ALL MACHINERY MUST BE PLACED 2 FT. FROM AISLE

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 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.
- Your electrical equipment is considered approved if it bears the certification mark or Field Evaluation label of an organization accredited by the Standards Council of Canada. Electrical goods sold and purchased in Ontario should already have these markings. To verify if your electrical equipment is already approved and for additional information, you can view Recognized Certification Markings [here](#) or contact the Electrical Safety Authority.
 - If your equipment is **not already approved** and you wish to **display but not to connect or provide electricity** to your electrical equipment you are required to obtain a **“Permission to Show”** from the Electrical Safety Authority and pay the necessary fees. Please complete the form on the following pages and return to the Electrical Safety Authority.
 - If your equipment is **not already approved** and you wish to **provide electricity to** (plug in) your electrical equipment, you are required to obtain **“Permission to Energize”** from the Electrical Safety Authority and pay the necessary fees. Please complete the form on the following pages and return to the Electrical Safety Authority.
- Failure to comply with the Ontario Electrical Safety Code could result in the equipment being ordered removed from display and could result in charges under the Electricity Act.

CONTACT

All requests and 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: 1 (877) 372-7233
Fax: (800) 667-4278
Contact: Customer Service Centre

Please submit necessary forms by September 10, 2021.

INSURANCE CERTIFICATE REQUIREMENT

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 **Friday, September 10th, 2021**.

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 27 to October 9th, 2021 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 deductible – 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 show management of CMTS 2019 SME has appointed ExhibitorInsurance.com as the recommended insurance contractor for exhibitors. If you require insurance coverage for your participation in CMTS 2019, please fill out the enclosed form or apply online here:

www.exhibitorinsurance.com and scroll to

CMTS 2021 or [Click Here](#)

Email, 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: mowens@sme.org

Submit necessary forms by September 10th, 2021

ADVANCE SHIPPING INFORMATION

DIRECT SHIPMENTS WILL NOT BE ACCEPTED AT THE FACILITY PRIOR TO Friday, October 1, 2021

Name of Exhibitor, Booth #
Canadian Manufacturing Technology Show
Cross Connect C/O ABF Freight
15 Strathearn Ave
Brampton, Ontario
L6T 4P1

Exhibitors who find it necessary to ship their equipment in **BEFORE** October 1, 2021 should contact the official show transportation company (Cross Connect Customs & Events Logistics Inc.) at (416) 704-1956. Their services include pre-show warehousing to facilitate your shipment scheduling.

Advanced 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.

DIRECT EVENT SHIPPING INFORMATION

DIRECT SHIPMENTS WILL BE ACCEPTED AT THE FACILITY BEGINNING Friday, October 1, 2021

Exhibitors sending direct event shipments may print and use the label on the next page.

Name of Exhibitor, Booth #
Canadian Manufacturing Technology Show
The International Centre, Halls 2-4
6900 Airport Rd.
Mississauga, Ontario
L4V 1E8

COURIER SHIPPING INFORMATION

COURIER SHIPMENTS WILL BE ACCEPTED AT THE FACILITY BEGINNING Friday, October 1, 2021

COURIER SHIPMENTS DURING SHOW HOURS can be sent to the Show Office but must include your company name and booth number to be properly routed to your booth. Show Management does not accept responsibility for any loss or misplaced shipments.

Please note: NO COD shipments will be accepted by show management.

Company: _____

Booth: _____ **Hall:** _____

c/o: _____ **Box:** _____ / _____



Canadian Manufacturing Technology Show
The International Centre, Halls 2-4
6900 Airport Road
Mississauga, ON L4V 1E8

Company: _____

Booth: _____ **Hall:** _____

c/o: _____ **Box:** _____ / _____



Name of Exhibitor, Booth #
Canadian Manufacturing Technology Show
Cross Connect C/O ABF Freight
15 Strathearn Ave
Brampton, ON L6T 4P1

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 (Customs & Events Logistics Inc.) 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 will 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.

Warehouse begins receiving orders September 3rd
Advanced Warehouse closes September 24th



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.

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 10th 2021**.

For further assistance, please contact Maureen Owens at (905) 752-4434 or 1 (888) 322-7333 x4434.

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 _____

Name of Exhibitor Appointed Contractor (EAC) to be used: _____

EAC Contact Name _____

EAC Address _____

EXHIBITOR APPOINTED CONTRACTOR FORM (cont'd)

EAC Phone _____

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:

I have notified the above EAC of the SME Canada 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:

**Please submit this form to SME by email to Maureen Owens; mowens@sme.org
or fax (905) 479-0113**

Submit by September 10th, 2021

EXHIBIT LAYOUT GRID

To help you plan your exhibit, lay out your exhibit to scale on the following page. Below is an example showing what should be included on the grid. A copy of your layout should be sent to GES and your EAC, if applicable. Also notify GES of any special requirements that will need pre-show attention. Be sure to include your booth number on the grid and outline the perimeter of your exhibit in a heavy black line.

IMPORTANT: THIS FORM IS MANDATORY FOR ALL BOOTHS 200 ft² AND LARGER AND ALL BOOTHS WITH HEAVY MACHINERY

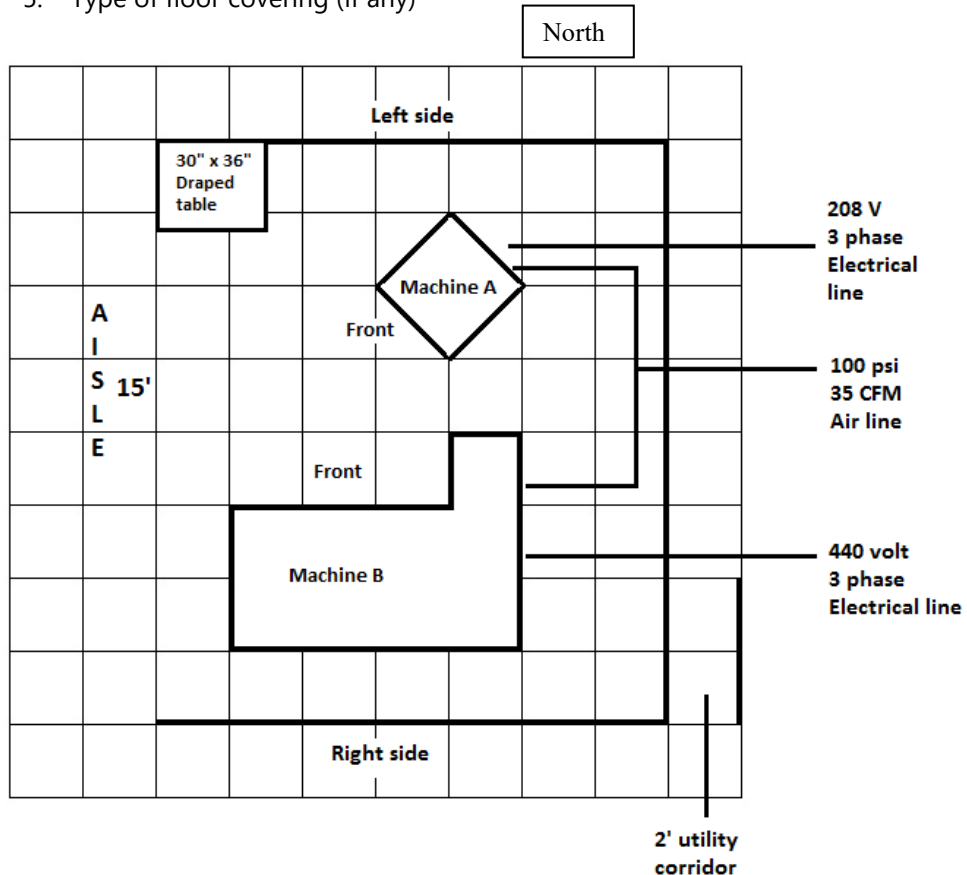
Please email your grid to Autymn Gelette, GES at agelette@ges.com

Company SME Canada Booth # 981

Person responsible John Smith Scale: 1 square = 2' x 2'

These items should be considered when planning your exhibit:

1. Machinery positions and viewing areas for demonstrations
2. Electrical, air, and water lines
3. Office or desk area and telephone location
4. Walk thru traffic flow
5. Type of floor covering (if any)





CANADIAN MANUFACTURING TECHNOLOGY SHOW

REQUEST FOR COOLANT & CHIP DRUMS FORM



Please complete this form to confirm your coolant needs and submit by Friday, August 27th

Type of Fluid/Coolant: _____
(Ecocool from Fuchs Lubricants Canada)

Amount of Fluid/Coolant: _____

Date you require fluid/coolant to be delivered:

Wednesday, September 29: ____ time: _____

Thursday, September 30: ____ time: _____

Friday, October 1: ____ time: _____

Saturday, October 2: ____ time: _____

Sunday, October 3: ____ time: _____

Will you require a refill: Yes No

of Chip Drums: ____

PLEASE PRINT CLEARLY

Company Name: _____ Contact: _____

Address: _____

City: _____ Postal Code: _____

Phone Number: _____ Fax Number: _____

Booth # _____

Please email your form to mowens@sme.org by Friday, August 27th, 2021.



CANADIAN MANUFACTURING
TECHNOLOGY SHOW

REQUEST FOR COOLANT DISPOSAL FORM

Please complete this form to confirm your waste coolant and/or disposal needs and **submit by Tuesday, SEPTEMBER 7TH.**

Machine Make: _____ Sump Size: _____ Liters to be Removed: _____

Machine Make: _____ Sump Size: _____ Liters to be Removed: _____

Machine Make: _____ Sump Size: _____ Liters to be Removed: _____

PLEASE PRINT CLEARLY

Company Name: _____ Contact: _____

Address: _____

City: _____ Postal Code: _____

Phone Number: _____ Fax Number: _____

Booth # _____

Coolant will be removed from your machines Thursday, October 7th at the close of the show.

**Please email your form to mowens@sme.org by
Tuesday, September 7th, 2021.**