

# wmts

WESTERN MANUFACTURING  
TECHNOLOGY SHOW

May 30 - June 1, 2023

Edmonton EXPO Centre • Edmonton, AB

# EXHIBITOR MANUAL.

What's inside:

- Event Information
- Official Vendors
- Important Dates
- Discount Deadlines
- Order Forms
- And more...

[wmts.ca/exhibitor-manual](https://wmts.ca/exhibitor-manual)

Strategic Event Partners:



Dear Exhibitor:

Thank you for joining us at the Western Manufacturing Technology Show 2023.

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

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

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

On behalf of the staff and management of SME Canada, we look forward to seeing you at the Western Manufacturing Technology Show 2021.

Sincerely,

Ursula Tsoi  
Operations Manager  
SME  
312-7100 Woodbine Avenue  
Markham, ON L3R 5J2  
[www.sme.org](http://www.sme.org) | [www.wmts.ca](http://www.wmts.ca)

Toll Free: (888) 322-7333, ext 4434  
Direct: (905) 752-4434  
Cell: (416) 318-1568  
Fax: (905) 479-0113  
Email: [utsoi@sme.org](mailto:utsoi@sme.org)

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## EVENT MANAGEMENT

Group Manager, Events (Canada)	Arjun Hajela		<a href="mailto:ahajela@sme.org">ahajela@sme.org</a>
Event Manager	Ahmed Mutaher	(905) 752-4467	<a href="mailto:amutaher@sme.org">amutaher@sme.org</a>
Operations Manager	Ursula Tsoi	(905) 752-4434	<a href="mailto:utsoi@sme.org">utsoi@sme.org</a>
Senior Marketing Specialist	Jacob Chacko	(905) 752-4432	<a href="mailto:jchacko@sme.org">jchacko@sme.org</a>
Senior Sales Executive	Allison Martinez	(905) 752-4416	<a href="mailto:amartinez@sme.org">amartinez@sme.org</a>
Account Representative	Siddharth Arya	(905) 752-4452	<a href="mailto:sarya@sme.org">sarya@sme.org</a>

## SHOW OFFICE / SALES OFFICE

Throughout the entire show period, SME will maintain a show office on-site to assist all exhibitors and attendees. The office is located at the entrance of Hall H.

## OFFICIAL VENDORS



Official Vendors for WMTS 2023 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

(physical address - not the shipping address)

Edmonton EXPO Centre  
7515 - 118 Avenue NW  
Edmonton, Alberta T5B 0J2

### SHIPPING ADDRESS

Name of Exhibitor, Booth #  
Western Manufacturing Technology Show 2023  
Edmonton EXPO Centre  
**7300 - 116 Ave. NW**  
**Edmonton, AB T5B 0H8**  
**Tel: (780) 471-7201**  
**Box \_\_\_ of \_\_\_**

### MOVE-IN DATES & TIMES

All drivers are required to check-in with GES at Hall H Door at Edmonton EXPO Centre

Friday, May 26, 2023

8:00 am – 4:00 pm

**HEAVY MACHINERY ONLY - BY APPOINTMENT**

Saturday, May 27, 2023\*

8:00 am – 4:00 pm – **All Exhibits** \*Open to all exhibitors; over-time rates apply.

Sunday, May 28, 2023\*

8:00 am – 4:00 pm – **All Exhibits** \*Open to all exhibitors; over-time rates apply.

Monday, May 29, 2023

8:00 am – 4:00 pm – **All Exhibits**

### EXHIBIT DATES & TIMES

Tuesday, May 30, 2023

10:00 am – 5:00 pm

Wednesday, May 31, 2023

10:00 am – 5:00 pm

Thursday, June 1, 2023

10:00 am – 2:00 pm

### MOVE-OUT DATES & TIMES

Thursday, June 1, 2023

2:00 pm – 10:00 pm - **All Exhibits**

Friday, June 2, 2023

8:00 am – 4:00 pm - **HEAVY MACHINERY ONLY – BY APPOINTMENT**

**All exhibits (except Heavy Machinery) must be removed by 10:00 pm on Thursday, June 1, 2023.**

**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 AT A GLANCE

S E R V I C E	R A T E C U T O F F / O R D E R D E A D L I N E	C O N T A C T
<b>Audio Visual/Computer Rentals</b>	May 19, 2023	<b>Encore</b> Kasandra Breadner (587) 340-3432 <a href="mailto:kasandra.breadner@encoreglobal.com">kasandra.breadner@encoreglobal.com</a>
<b>Chip Drums Coolant</b>	April 28, 2023	<b>FUCHS Lubricants (Pacific Division)</b> Roy Becker (780) 886-4399   Toll-Free: (800) 661-6457 <a href="mailto:roy.becker@fuchs.com">roy.becker@fuchs.com</a>
<b>Coolant Recovery</b>	April 28, 2023	<b>SME Canada</b> Ursula Tsoi Office: (905) 752-4434   Toll-Free: (888) 322-7333 ext 4434 <a href="mailto:utsoi@sme.org">utsoi@sme.org</a>
<b>Customs Broker, Transportation &amp; Warehousing</b> Regular Trucking Service & Van Line	Advanced Warehouse Opens: April 28, 2023	<b>Cross Connect Customs &amp; Events Logistics</b> ⇒ <a href="#">Online Ordering</a>  info@crossconnectcl.com Pat D'Alessandro (416) 726-7229 Anthony D'Alessandro (416) 670-6606 Danny Mekhuri (416) 704-1956 Sunny Salas (416) 676-1124  <b>On-site Representative</b> Zaza Villi (416) 998-9398
<b>Electrical Inspection</b>	April 28, 2023	<b>CSA International</b> ⇒ <a href="#">CSA Form</a> Special Inspections Division (780) 490-2003   <a href="mailto:manjot.mand@csagroup.org">manjot.mand@csagroup.org</a>
<b>Hotels</b>	April 27, 2023 (Limited rooms; first-come, first-serve)	<b>Four Points by Sheraton Edmonton South</b> ⇒ <a href="#">Book Online</a> 7230 Argyll Rd NW, Edmonton, AB T6C 4A   (780) 465-7931 Group Rate*: \$119/night: single/double (* <b>APPLICABLE ONLY</b> for <b>May 25 – June 2</b> )
<b>In-Booth Security</b>	May 5, 2023	<b>SME Canada</b> Ursula Tsoi Office: (905) 752-4434   Toll-Free: (888) 322-7333 ext 4434 <a href="mailto:utsoi@sme.org">utsoi@sme.org</a>
<b>Insurance (if not providing own, ordering show only coverage)</b>	Submit to SME by: May 12, 2023	<b>Exhibitorinsurance.com</b> ⇒ <a href="#">Online Ordering</a> (866) 836-9066 <a href="mailto:info@exhibitorinsurance.com">info@exhibitorinsurance.com</a>
<b>Insurance (copy of certificate to SME)</b>	Submit to SME by: May 12, 2023	<b>SME Canada</b> 312-7100 Woodbine Avenue Markham, ON L3R 5J2 Tel: (888) 322-7333 Fax: (905) 479-0113 Contact: Ursula Tsoi   <a href="mailto:utsoi@sme.org">utsoi@sme.org</a>

SERVICE	RATE CUTOFF / ORDER DEADLINE	CONTACT
<p><b>Material Handling</b> (includes materials under 5,000 lbs and heavy machinery above 5,000 lbs)</p>	<p>Advance Rate: May 12, 2023</p> <p>Standard Price Discount: May 25, 2023</p> <p>Ordering online: Up to 25% discount</p>	<p><b>GES CANADA – Edmonton</b> ⇒ <a href="#">Online Ordering</a> (780) 469-7767 <a href="mailto:edmonton@ges.com">edmonton@ges.com</a></p>
<p><b>Mechanical Services</b> Electrical, compressed air, plumbing, lighting and sign installation</p>	<p>Advance Rate: May 4, 2023</p>	<p><b>ShowTech Power &amp; Lighting</b> ⇒ <a href="#">Online Ordering</a> (780) 429-1162 <a href="mailto:edmonton@showtech.ca">edmonton@showtech.ca</a></p>
<p><b>Registration &amp; Lead Retrieval</b></p>	<p>Early Discount Rate: March 9, 2023</p> <p>Advance Rate: April 6, 2023</p>	<p><b>Convention Data Services</b> ⇒ <a href="#">Online Ordering</a> (800) 746-9734 or (508) 743-0197 Fax: (508) 759-4238 <a href="mailto:xpressleadpro@cdsreg.com">xpressleadpro@cdsreg.com</a></p>
<p><b>Show Contractor</b> Decorating / Furniture / Carpets / Signs / Plants / Labour / Standard Drapery Set-Up / Booth Package/ Booth Cleaning / Photography / Graphic Production Services / Metal Chip Removal</p>	<p>Advance Rate: May 12, 2023</p> <p>Standard Price Discount: May 25, 2023</p> <p>Ordering online: Up to 25% discount</p>	<p><b>GES CANADA – Edmonton</b> ⇒ <a href="#">Online Ordering</a> (780) 469-7767 <a href="mailto:edmonton@ges.com">edmonton@ges.com</a></p>
<p><b>Exhibitor Services</b> Exhibitor Referral Suite / Profile / New Products Program</p>	<p>Due ASAP</p>	<p><b>SME Canada</b> Cynthia Bond   <a href="mailto:cbond@sme.org">cbond@sme.org</a> Office: (313) 425-3019</p> <p><b>Submit Online Show Guide Listing</b> ⇒ <a href="#">Submit Here</a></p>
<p><b>Telecommunications</b> Internet/Telephone</p>	<p>Order by: May 19, 2023</p>	<p><b>Encore</b> Kasandra Breadner (587) 340-3432 <a href="mailto:kasandra.breadner@encoreglobal.com">kasandra.breadner@encoreglobal.com</a></p>
<p><b>Temporary Booth Staffing</b></p>	<p>April 28, 2023</p>	<p><b>SME Canada</b> Ursula Tsoi Office: (905) 752-4434   Toll-Free: (888) 322-7333 ext 4434 <a href="mailto:utsoi@sme.org">utsoi@sme.org</a></p>

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

## EXHIBITOR CHECKLIST & IMPORTANT DATES

Use this checklist to help you organize your participation at WMTS 2023.

**Please note** - orders for Exhibitor Services received after the posted deadlines may be subject to additional charges.

### **DUE 3 MONTHS BEFORE THE SHOW**

- Read "[Must-Read](#)" [Rules and Regulations](#)
- Pay Balance of your Booth Space [here](#) **DUE ASAP**
- Submit high resolution company logo **DUE ASAP**
- Complete your [Exhibitor Dashboard](#) - online exhibitor directory listing, submit your new products **DUE ASAP**
- Read [Move-In](#) and [Move-Out](#) information
- Plan and submit your booth layout – [Exhibit Grid](#)

### **2 MONTHS BEFORE THE SHOW**

- Update your online exhibitor directory listing through [Exhibitor Dashboard](#) **April 14<sup>th</sup>, 2023**
- Order transportation services desired for your booth **to and from** venue ([Cross Connect Customs](#))
- [Lead Retrieval](#) early-bird pricing deadline **Mar 9<sup>th</sup>, 2023**
- Order Heavy-Lift/Material Handling services ([GES](#)) **April 3<sup>rd</sup>, 2023**
- Order floorcovering (mandatory) and other services for your booth at ([GES](#))
- Complete and submit your [Exhibitor Questionnaire](#) **April 3<sup>rd</sup>, 2023**
- Return optional forms (if required):
  - 1. [Exhibitor Appointed Contractor Form](#) **May 5<sup>th</sup>, 2023**
  - 2. [Electrical Safety Code Requirements](#) and [CSA Form](#) **May 12<sup>th</sup>, 2023**
- [Lead Retrieval](#) advance pricing ends **April 6<sup>th</sup>, 2023**
- Send WMTS invitations to customers and prospects ⇒ [Exhibitor Referral Suite](#)
- Make travel/car rental arrangements
- Make Hotel Reservations: [Reserve Online](#)

### **1 MONTH BEFORE THE SHOW**

- Order [coolant](#) and [coolant removal](#) services **April 28<sup>th</sup>, 2023**
- Advance Warehouse begins accepting shipments **April 28<sup>th</sup>, 2023**
- Early bird deadline for Electrical and Mechanical Services (ShowTech – Coming Soon) **May 4<sup>th</sup>, 2023**
- Return mandatory forms:
  - 1. Signed [Health and Safety](#) **May 12<sup>th</sup>, 2023**
  - 2. [Certificate of Insurance](#) **May 12<sup>th</sup>, 2023**
- Purchase Parking Pass for show dates
- Advance rate deadline for show services ([GES](#)) **May 12<sup>th</sup>, 2023**
- Order [Internet and Telephone](#) Services for your booth **May 19<sup>th</sup>, 2023**
- Finalize booth personnel and register for exhibitor badges on [Exhibitor Dashboard](#)
- Order Audio Visual and Computer Services for your booth **May 19<sup>th</sup>, 2023**
- Direct shipments accepted at Edmonton EXPO Centre **May 26<sup>th</sup>, 2023**
- Confirm and prepare your sales and marketing materials
- Encourage your new and existing customers to register online ⇒ [Register Here](#)



## VENUE & DIRECTIONS

**Edmonton EXPO Centre**  
**7515 - 118 Avenue**  
**Edmonton, Alberta T5B 4X5**  
**edmontonexpocentre.com**

The Edmonton EXPO Centre is located minutes away from major thoroughfares and features over 6,000 parking stalls. The site is connected to an on-site light rail transit centre capable of shuttling guests to and from downtown within minutes.

### DIRECTIONS TO EDMONTON EXPO CENTRE

#### Coming from South of Edmonton

1. Starting on Hwy 2, travel Northbound to Hwy 216 East.
2. Merge onto Hwy 216 East and keep traveling North to Hwy 16 West.
3. Merge onto Hwy 16 West and take the 82 St. exit toward Fort Rd. W/Delton
4. Keep left to take the 82 St./Yellowhead Tr. Ramp.
5. Turn left onto 82 St. NW for 1.3 kilometers then turn left onto 188 Ave. NW.
6. 7515 118 Ave NW is on your right.

#### Coming from North of Edmonton

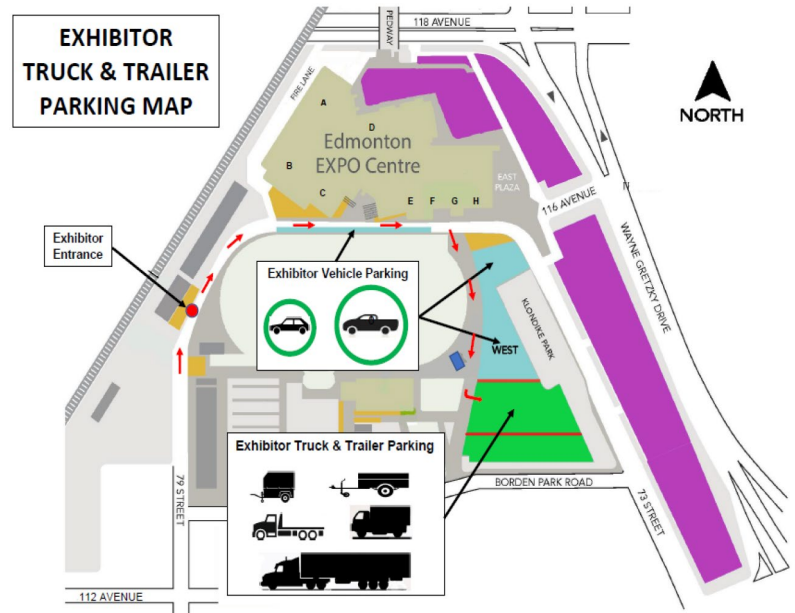
1. Starting on Hwy 63, travel Southbound to Hwy 28 and turn right onto Hwy 28.
2. Hwy 28 becomes Hwy 28A.
3. Turn right onto Manning Dr. NW/Hwy 15.
4. Continue to follow Manning Dr. NW, Manning Dr. NW will become Fort Rd. NW.
5. Turn left onto 188 Ave NW.
6. 7115 118 Ave NW is on your right.

#### Coming from West of Edmonton

1. Starting on Yellowhead Hwy E head Eastbound toward Edmonton.
2. Take the 82 St. S ramp towards Northlands.
3. Merge onto 82 St NW.
4. 7115 118 Ave NW is on your right.

#### Coming from East of Edmonton

1. Starting on Yellow head Hwy West head Westbound toward Edmonton
2. Take the 82 St ramp towards Fort Rd W/Delton.
3. Keep left to take the 82 St./Yellowhead Tr. Ramp.
4. Turn left onto 82 St. NW.
5. Turn left onto 118 Ave. NW.
6. 7515 118 Ave. NW is on your right.



### EXHIBITOR PARKING

SME, the Show Management has procured parking for **move-in, move-out** and **all show days** as an effort to best serve you, your staff, and all attendees at the show.

## ACCOMMODATIONS

### SPECIAL HOTEL RATE

WMTS has negotiated and secured a limited number of reduced-rate hotel rooms to make your trip to Edmonton affordable. Rooms at the group rate are limited and available on a first come, first-served basis.

When you call to make reservations, please identify that you are calling for under the group name **SME Canada** to be sure you receive the rates you are entitled to.

Rates quoted are Canadian dollars for single/double rooms and do not include taxes. Rates quoted are **ONLY APPLICABLE** for booking dates between **May 25, 2023 – June 2, 2023**. To qualify for this reduced-rate, you must **reserve your rooms no later than April 27, 2023**, regular rate applies after this date.

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**Four Points by Sheraton Edmonton South**      \$119/night (before tax): single/double – [Book Online](#)  
7230 Argyll Rd NW,  
Edmonton, AB T6C 4A|  
(780) 465-7931  
[Map](#)

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**Please note;** rooms are available on a first come, first serve basis. Four Points is a smoke free hotel. The hotel posts a \$250 cleaning fee to the account of any guests who smoke in their guest room.

### **Warning! Be aware of unauthorized hotel solicitations.**

**Four Points by Sheraton Edmonton South** is the only official housing company associated with WMTS. Other companies may contact you offering housing for your trip. These companies are not endorsed by or affiliated with the show.

## GENERAL RULES & REGULATIONS

### 1) PAYMENT OF SPACE

SME Show Management reserves the right to refuse move-in and use of space to any exhibitor who has not made full and final payment.

### 2) MOVE-IN PROCEDURE

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.

### 3) MATERIAL HANDLING

Exhibitors requiring forklift services should contact GES Canada at 877-505-7767. 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.

### 4) 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. A crew is available if you require help.

### 5) CRATE STORAGE

Empty containers will be picked up, stored, and returned to you as a complimentary service. After your material is uncrated and properly identified with a storage label from GES Canada, a material handling crew will pick up your crates for storage. Identify every empty case, skid, crate or carton you wish returned to your booth at the end of the show. *Exhibitors are advised that storage areas are not secured. We suggest that no valuable materials of any kind should be consigned to storage.*

Due to Fire Regulations crates must not be stored behind your booth.

### 6) DISMANTLING OF EXHIBITS

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

### 7) REMOVAL OF EXHIBIT MATERIALS

Where exhibitors fail to pick up or couriers refuse to accept shipments, this material may be hauled to a warehouse and the exhibitor will be charged accordingly for this routing or handling.

### 8) 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.

### 9) 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 who will be on-site.

### 10) OVERHEAD DOOR DIMENSIONS

Please consider the height and width of the Halls being used: Hall C: 20' 19'8"

### **11) RULES GOVERNING SECURITY OF HALL**

Exhibitors are responsible for providing all workers with proper badges. On move-in and move-out days, the halls must be cleared no later than the times indicated in this manual. 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.

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.

### **12) 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/her exhibit.

### **13) CANCELLATIONS BY EXHIBITOR**

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.

### **14) 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, Show Management will refund to the exhibitor the amount of rental paid by them, 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.

### **15) 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.

### **16) 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.

### **17) 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.

### **18) STAFFING OF EXHIBITS**

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

### **19) MECHANICAL CONVEYANCES**

Mechanical conveyances such as electric carts, scooters, or bicycles will not be allowed in the aisles during the show hours.

## **20) 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.

## **21) MANDATORY BOOTH FLOOR COVERING**

Floor covering is not included in the booth rental. It is mandatory for exhibitors to provide floor covering for their rented space throughout the show as per exhibitor rules. You may order floor covering services through the official vendor, GES, bring in your own carpet, or select an alternate decorator.

## **22) 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 moveout. If tape is not removed, exhibitors will be responsible for the charges incurred for the removal of the tape.

## **23) SUBLET**

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

## **24) 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.

## **25) 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.

## **26) CONCESSIONS**

Exhibitors may not sell, serve or dispense any food or beverages in the space without express written permission. All Food and Beverage consumed within the exhibit hall must be provided through the official caterer. Please contact Show Management for further information.

## **27) 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. Also, table skirting and all cloth material must be flame proofed.

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

Cameras and/or video recorders are not allowed on the show floor unless approved by Show Management. Exhibitors are only permitted to take photos of their own booth and set up.

## DISPLAY RULES & REGULATIONS

### A. STANDARD BOOTH

#### DEFINITION

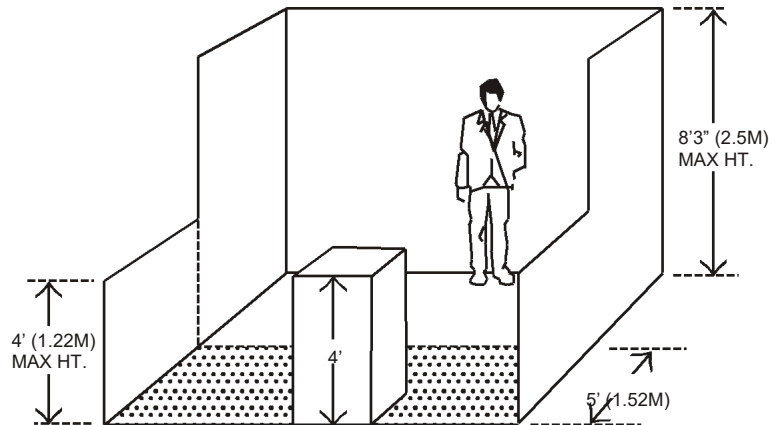
One or more standard units in a straight line

#### Height

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

#### Intent

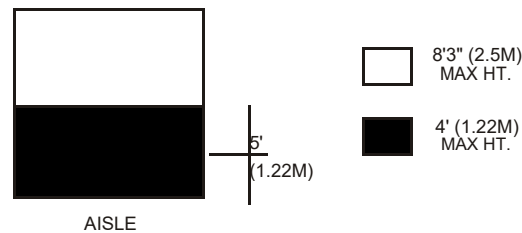
If a portion of an exhibit booth extends above 8'3" (2.5m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.



**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.

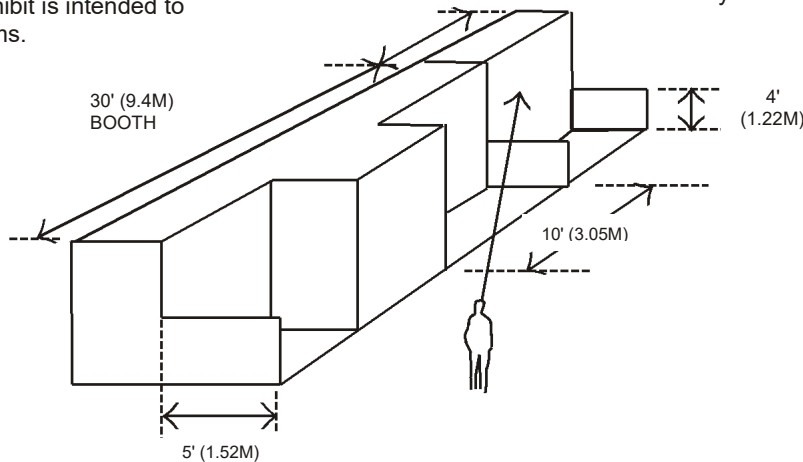


#### IMPORTANT

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.

#### 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.



## 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**

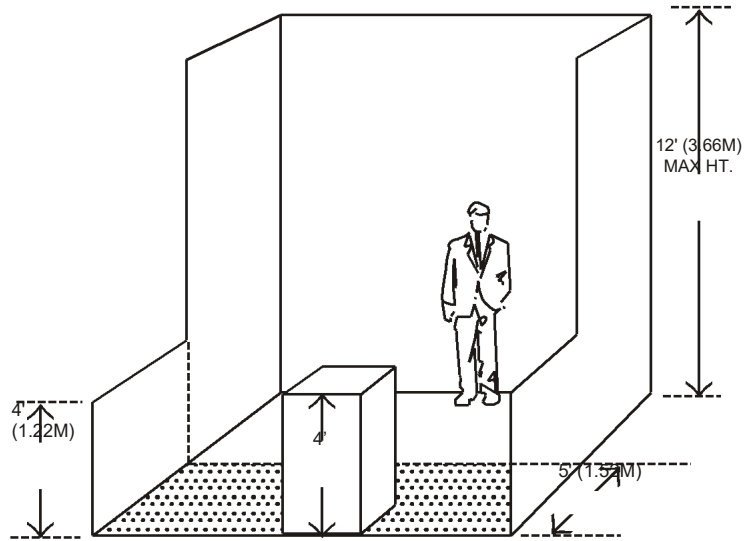
Because the outer perimeter booths are not backed up against another exhibitor's booth, display back walls and materials over 8'3" (2.5m) will not interfere with or distract from any other exhibit booth.

**Depth**

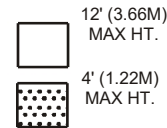
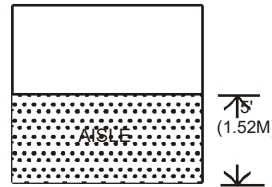
All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.

**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.

# 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

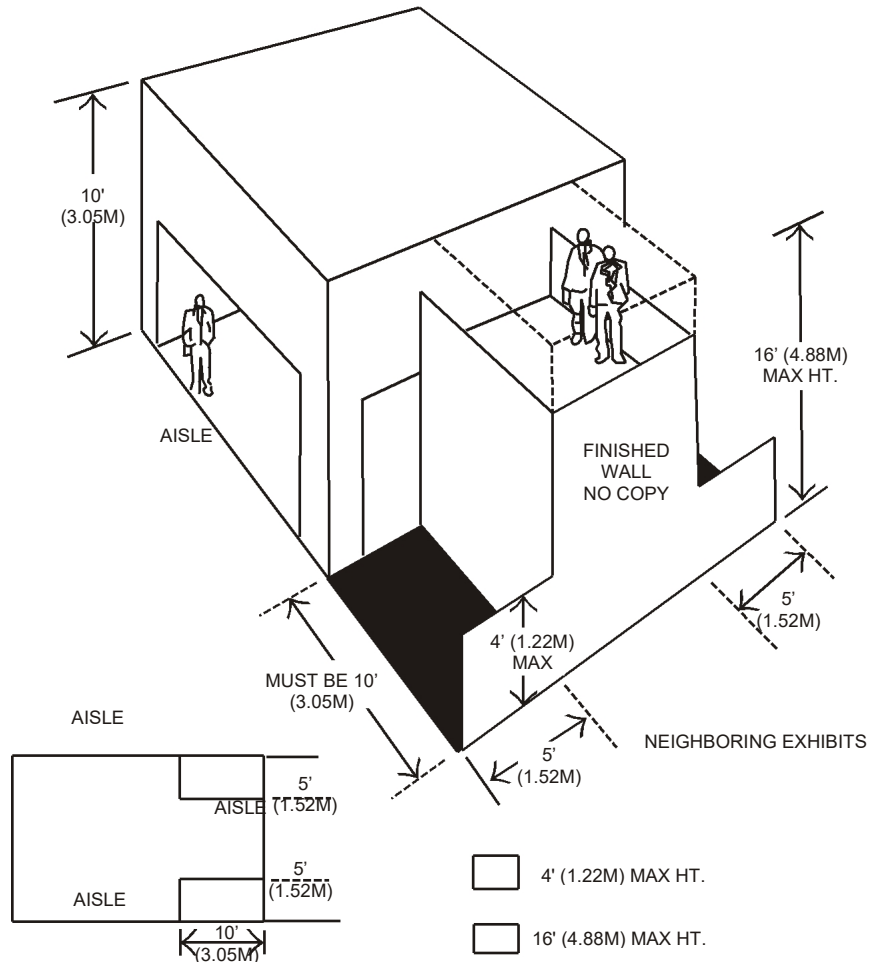
All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of a neighboring exhibit, must be confined to that area of the booth that is at least 5'0" (1.52m) from the aisle line to avoid blocking the sightline from the aisle to the adjoining booth.

### 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**



## D. 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

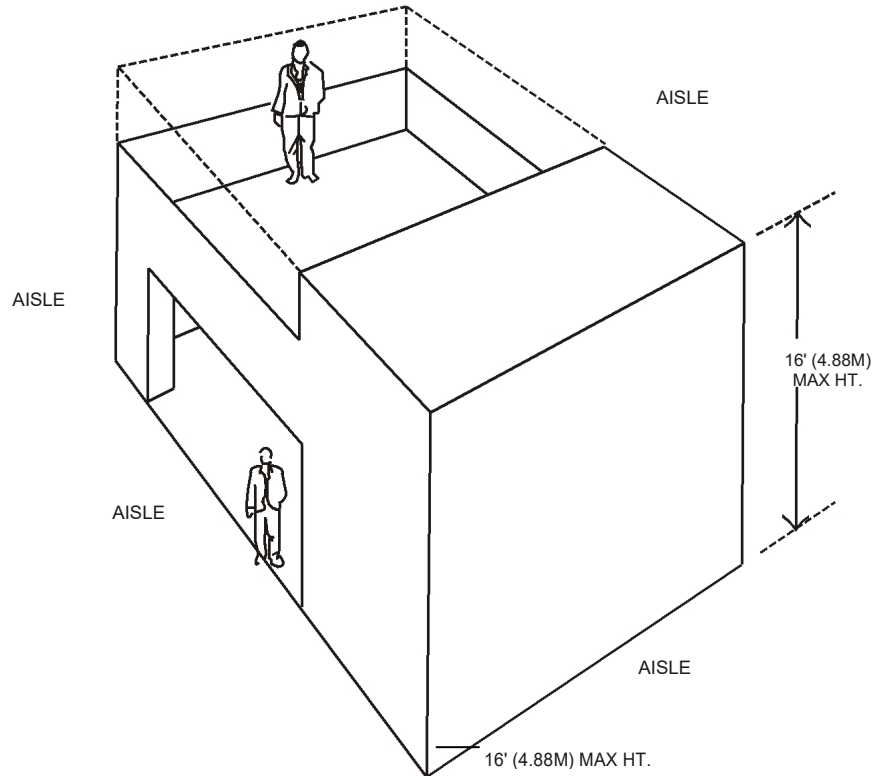
When an island booth exceeds 8'3" (2.5m), it does not interfere with other exhibitors because it obviously does not back up against another exhibitor's back wall. The extra height is often required in an island booth exhibit to permit the open walk-through approach normally used in this type of location. 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.

## E. CANOPIES & CEILINGS

### DEFINITION

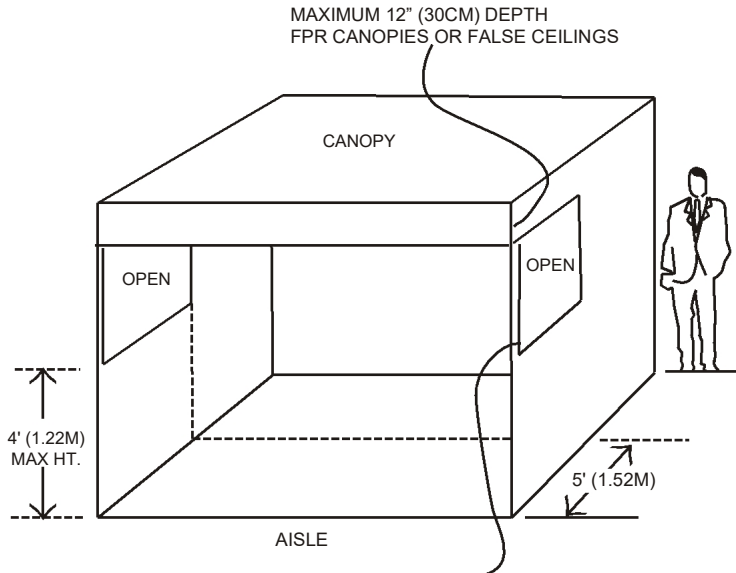
An exhibit component supported over an exhibitor's space for decorative purposes only.

#### 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.



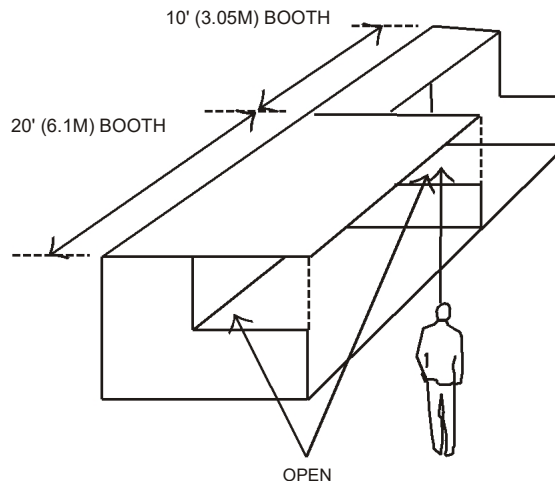
#### Depth

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.

MAXIMUM 3" (7.62CM) DIAMETER  
SUPPORTS PERMITTED FOR CANOPIES  
OR FALSE CEILINGS

#### 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.

## F. Corner & Double Corner

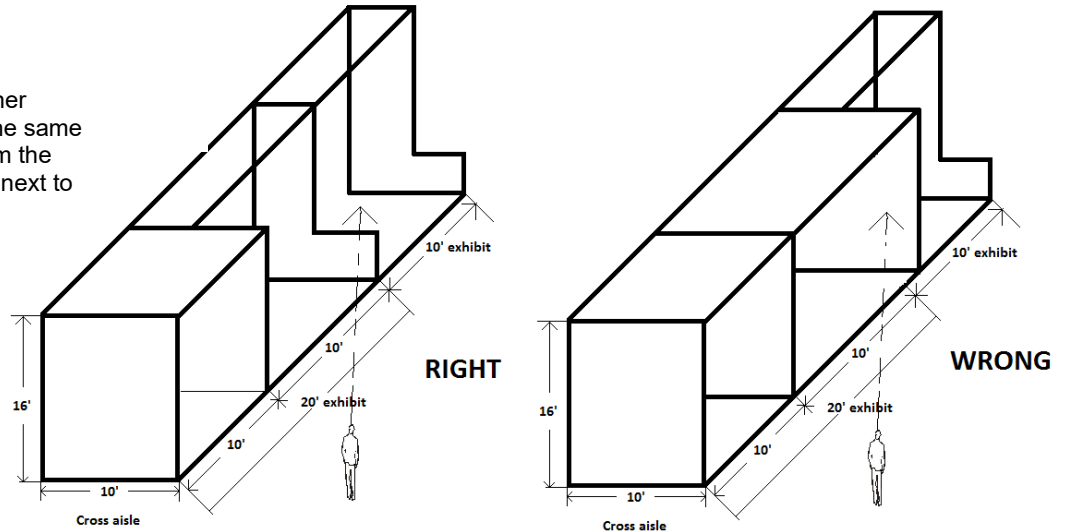
### Corner

#### 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.



### Double Corner

#### Definition

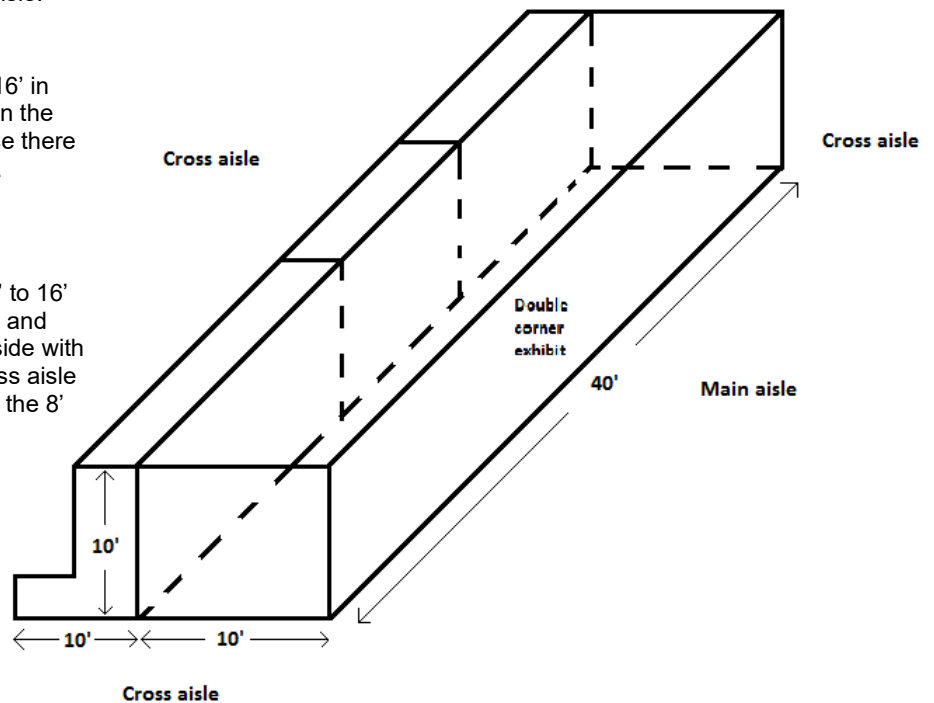
Double corner exhibits have three open sides, two sides on the cross aisles and one large open side on the main aisle.

#### 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.

#### 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.



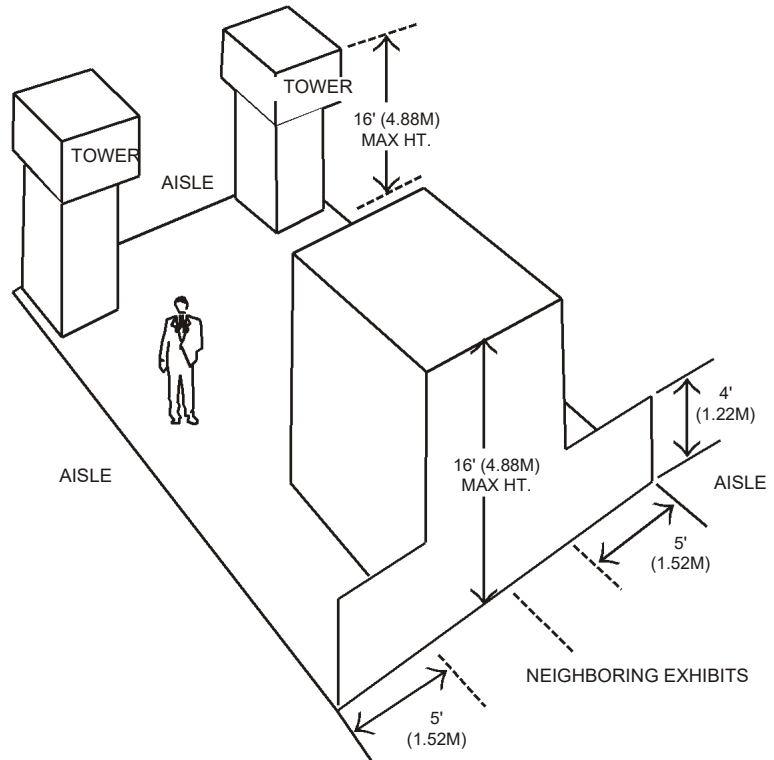
## G. TOWERS

### 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 of 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.

## H. 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)  
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

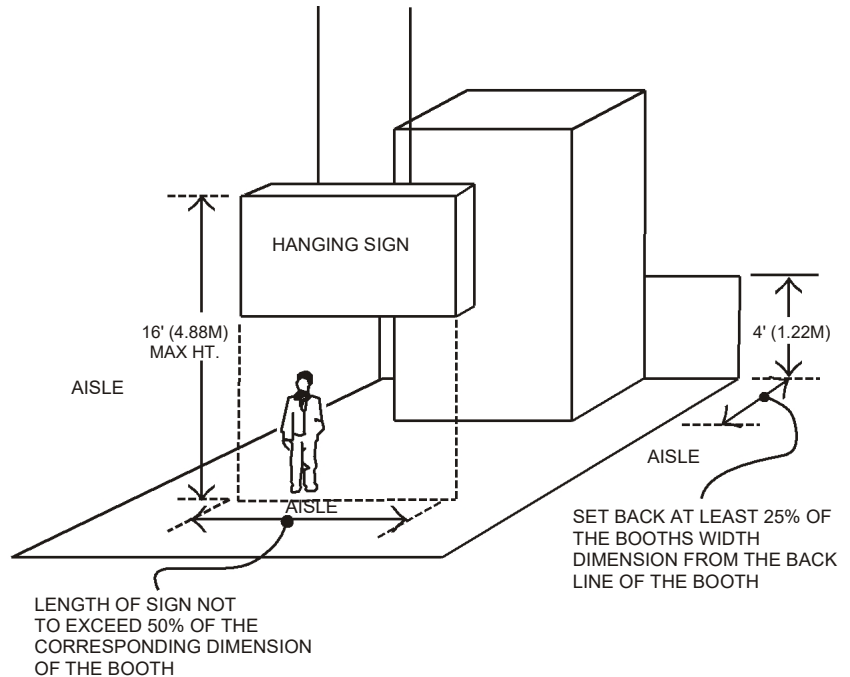
Hanging signs, whether double-faced or not, should be set back within the exhibitor's space so as not to detract from the overall impact of the exhibit that is directly adjacent.

#### 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.

## I. 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

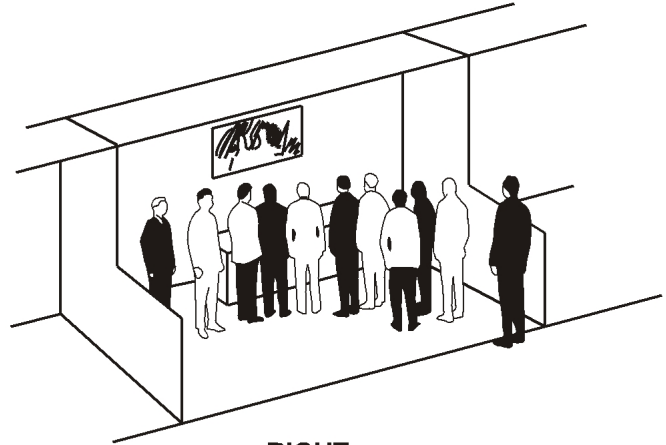
Demonstration areas must be organized within the exhibitor's space so as not to interfere with any traffic aisle and sampling or demonstration tables must be placed a minimum of 2'0" (60cm) from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow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

#### Intent

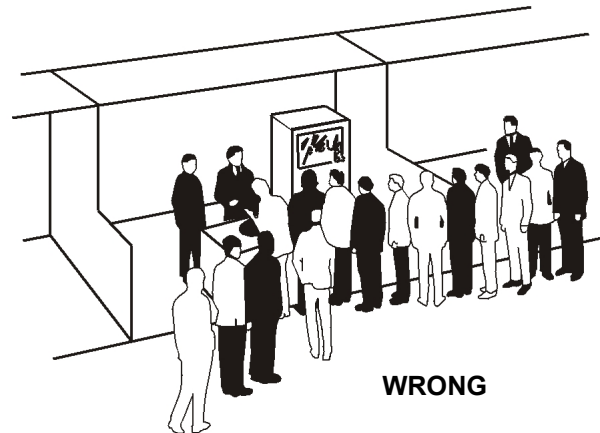
The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or for sampling and interfere with the flow of traffic down aisles or create excessive crowds in neighboring 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

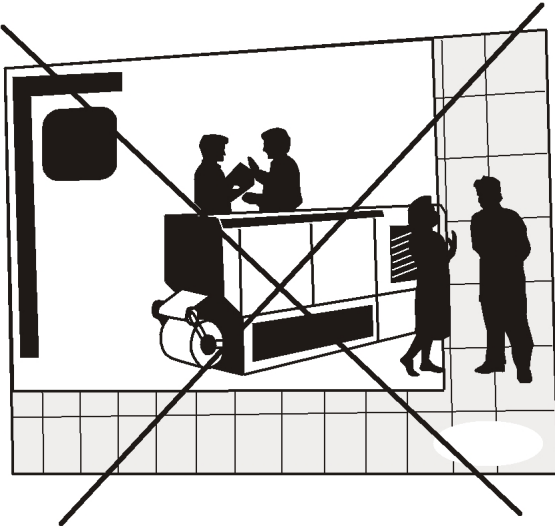
#### Safety Precautions

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.

## J. 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**

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## HEALTH & SAFETY REGULATIONS

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. Please consult the standards established by the Occupational Health and Safety Regulations Act at <https://open.alberta.ca/publications/o02p2> for further information regarding your obligations under the Act.

All persons involved in the move-in/move-out process (i.e., 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 may be permitted into these areas until all work is completed. Working in sandals/flip-flaps/open-toed shoes/bare feet, etc. is strictly forbidden on the show floor. Any individual wearing inappropriate footwear will be prevented from entering the show floor by SME Canada security.

Exhibitors are responsible for the health and safety of all employees and other persons on the show floor who are directly or indirectly under their supervision. Exhibitors are also responsible for informing/contacting all persons you will be hiring (i.e. 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. 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 Name: \_\_\_\_\_ Booth \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please **submit this form by May 12, 2023** by email to Ursula Tsoi: [utsoi@sme.org](mailto:utsoi@sme.org)

## INSURANCE REQUIREMENTS

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. This certificate must be received by SME before May 12, 2023.**

There are two 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**  
**312 - 7100 Woodbine Avenue | Markham, ON L3R 5J2**
- Coverage Period – May 25, 2023 – June 2, 2023 (includes Move-in and Move-out).
- Event name – Western Manufacturing Technology Show 2023
- 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 Society of Manufacturing Engineers, show management of Western Manufacturing Technology Show 2023 has appointed [exhibitorinsurance.com](http://exhibitorinsurance.com) as the recommended insurance contractor for exhibitors. If you have any questions, please contact them by telephone at (866) 836-9066 or by email at [info@exhibitorinsurance.com](mailto:info@exhibitorinsurance.com).

**You can access the [exhibitorinsurance.com](http://exhibitorinsurance.com) form [here](#) should you require insurance coverage for your participation in WMTS 2023.** You can also order insurance online at [www.exhibitorinsurance.com](http://www.exhibitorinsurance.com) by clicking "Order Exhibitor Insurance" and searching for the event name: WMTS 2023.

**Please submit this form by May 12, 2023 by email to Ursula Tsoi: [utsoi@sme.org](mailto:utsoi@sme.org)**

## ELECTRICAL SAFETY CODE REQUIREMENTS

- A. The Electrical Safety Code 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 Canada.
- B. It is, therefore, the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about the booth space comply with these regulations. This includes electrical merchandise as well as lighting and display equipment.
- C. Electrical equipment for which approval is sought can be submitted to **CSA Group Testing & Certification Inc.** The approval of this Association is acceptable to all electrical inspection authorities in Canada.
- D. The Canadian Electrical Code and the Alberta General Safety Regulation requires all equipment to be approved by an accredited certification agency. Evidence of approval is to be in the form of marking authorized by the accredited approval agency. This identifying mark may be CSA (Canadian Standards Association), WH (Warnock Hersey), and cUL- Underwriters Laboratory Inc., (small c bottom left hand corner) to show that it has been approved to a Canadian Standard.
- E. One of the fundamental requirements for CSA certification is that the appropriate approval markings (C.S.A. monogram or label) appear on each device.

If such markings are missing, the device must be considered unapproved and, therefore, subject to special inspections.

- F. If you wish to display, offer for sale, or use any electrical equipment which is not now certified you may contact CSA Group Testing & Certification – Bev Engen or Jillian Curial at (780) 490-2006 for approval by means of their Special Inspections Service.
- G. Failure to comply to the Electrical Safety Code could result in the equipment being refused connection to the source of electrical supply, and may even be ordered removed from display.

**CSA Group Testing & Certification Inc.**

1707 - 94th Street NW  
Edmonton, AB T6N 1E6  
Special Inspections Division  
Tel: (780) 490-2003  
Fax: (780) 461-5322  
Contact: Manjot Mand  
[manjot.mand@csagroup.org](mailto:manjot.mand@csagroup.org)  
[www.csagroup.org](http://www.csagroup.org)

### IMPORTANT:

**ALL ELECTRICAL HOOK-UPS ARE THE FINANCIAL RESPONSIBILITY OF THE EXHIBITOR.**

## ADVANCE SHIPPING INFORMATION

**Important: Advanced Warehouse opens April 28<sup>th</sup>, 2023**

**No shipments will be accepted at Edmonton Expo Centre prior to Friday, May 26<sup>th</sup>, 2023**

Exhibitors needing to ship their equipment in advance should contact the **Official Show Transportation Company - Cross Connect Customs & Events Logistics** at (905) 678-4852. Their services include pre-show warehousing to facilitate your shipment scheduling.

Name of Exhibitor, Booth #  
**Western Manufacturing Technology Show 2023**  
Cross Connect C/O ABF Advance Warehouse  
14941 131th Ave. NW  
Edmonton, AB T5V 1S9  
Box \_\_\_ of \_\_\_

These shipments should arrive one week prior to the move-in dates. **All freight must be prepaid.** Canada Customs requires the payment of full duty and 5% Goods & Services Tax on all giveaway / handout items and 5% Goods & Services Tax only on all printed matter to be used as handouts. As there are specific customs regulations for exhibitors using their own trucks or methods of transportation other than common carrier, exhibitors should advise the broker well in advance of their expected arrival.

## DIRECT TO EVENT SHIPPING INFORMATION

**Important: No shipments will be accepted at Edmonton Expo Centre prior to Friday, May 26<sup>th</sup>, 2023**

Exhibitors needing to ship their equipment directly to the event should contact the **Cross Connect Customs & Events Logistics** at (905) 678-4852.

Name of Exhibitor, Booth #  
**Western Manufacturing Technology Show 2023**  
Edmonton EXPO Centre Hall H  
7300 - 116 Ave. NW  
Edmonton, AB  
T5B 0H8

## COURIER SHIPPING INFORMATION

**COURIER SHIPMENTS will be accepted at the facility beginning Friday, May 26<sup>th</sup>, 2023**

**COURIER SHIPMENTS DURING SHOW HOURS** will be accepted by the GES Material Handling Desk which couriers must access via the loading dock. Shipments 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.

**C.O.D. SHIPMENTS WILL NOT BE ACCEPTED BY SHOW MANAGEMENT**

## CUSTOMS REGULATIONS & CUSTOMS BOND

### CUSTOMS

Equipment and exhibits for the show may be brought in free of duties and taxes on a temporary basis, but 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 Show Customs Broker (Cross Connect Customs & Events Logistics) will provide the following services:**

- Post the required bonds and securities with Canada Customs
- Clear your materials through Canada Customs
- Co-ordinate delivery to the facility on the appropriate move-in days
- Provide on-site staff to advise and assist you from opening to closing of the show
- Prepare export documentation and bills of lading
- Co-ordinate outgoing transportation of exhibition materials
- Arrange customs clearance return for surface freight

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 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.

**IMPORTANT:**  
**ALL SHIPMENTS MUST BE SENT PREPAID**

## MOVE-IN PROCEDURE

### MOVE-IN DATES & TIMES

Friday, May 26, 2023	8:00 am – 4:00 pm	<b>HEAVY MACHINERY ONLY - BY APPOINTMENT</b>
Saturday, May 27, 2023	8:00 am – 4:00 pm	<b>All Exhibits</b> – Over-time rates apply
Sunday, May 28, 2023	8:00 am – 4:00 pm	<b>All Exhibits</b> – Over-time rates apply
Monday, May 29, 2023	8:00 am – 4:00 pm	<b>All Exhibits</b>

**All exhibits must be completed by 4:00 pm, on Monday, May 29, 2023.** Aisle carpets will be laid at 4:00 pm, Monday. Absolutely no dollies or material handling equipment will be permitted in the exhibit area after that time.

### MOVE-IN SCHEDULING

Heavy equipment and awkward displays should be delivered and picked up 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.

### LIFO (LAST-IN, FIRST-OUT) EXHIBITORS

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.

### MATERIAL HANDLING

**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.**

***PLEASE BE ADVISED THAT ALL MATERIAL HANDLING PAYMENTS ARE THE RESPONSIBILITY OF THE EXHIBITOR.***

All transactions on work of this type are between the Material 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 Material Handling Contractor.

**N.B. Capacity of show forklift trucks is 5,000 lbs. Exhibitors with heavier equipment (material handling required for 5,000 lbs and over per piece) must speak directly with:**

#### **GES CANADA**

Chris Weder

(780) 577-4533 or [CWeder@ges.com](mailto:CWeder@ges.com)

### HAND CARRIED MATERIAL

If you **do not require** a forklift to move your materials to/from the show, push dollies will be available at the loading doors.

Unload your vehicle as quickly as possible and return your dolly to the loading door. A crew is available if you require help. (Check with the Official Show Contractor for applicable rates.)

## CRATE STORAGE

Empty containers will be picked up, stored and returned to you as a complimentary service from SME. Forklift operators will be working as rapidly as possible; we ask that you please be patient as there are many exhibitors to be serviced.

Carefully identify every empty case, skid, crate, or carton you wish returned to you by completing and affixing the proper storage labels. Storage labels are available from the Loading Dock and at the Show Office.

Fire Rules & Regulations stipulate that no storage boxes can be left in the booth. Exhibitors are advised that storage areas are not, and cannot be, secured. Therefore, no valuable materials of any kind should be consigned to storage.

Please be advised that no drums containing fuel or oil can be sent to storage. Only empty oil drums may be placed in this area and these drums will be thoroughly inspected by the Fire Marshall.

## 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.**

## U.S. & INTERNATIONAL FREIGHT

Exhibitors who are shipping goods to the show from outside of Canada are strongly recommended 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.

## PAYMENT OF SPACE

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

## MARSHALLING & POV FOR MOVE-IN & MOVE OUT

### MARSHALLING

The check in for the marshalling yard is located at Door H at the Edmonton EXPO Centre located at 7515-118 Ave NW, Edmonton, AB T5B 4X5.

### WHERE TO PARK IN THE MARSHALLING YARD

Marshalling Yard West Lot located by the water slides (Klondike Park).

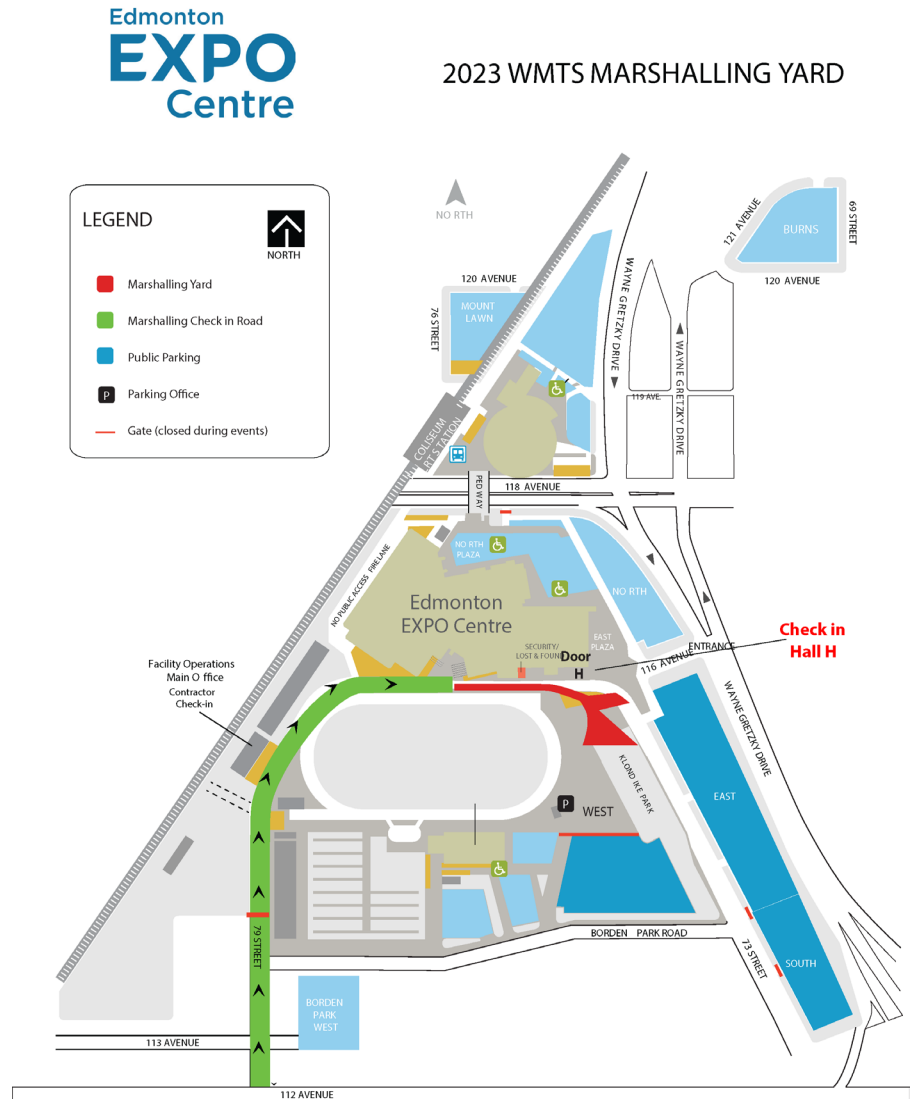
### ACCESSING THE EDMONTON EXPO CENTRE LOADING DOCK

Trucks must enter through the 112 Ave and 79 Street Gates. Upon entering the gate, follow the road around the racetracks until you get to the check-in area at Door H. Once you have checked in, you will be unloaded immediately or asked to proceed to the Marshalling Yard West Lot located by the water slides (Klondike Park) until your heavy lift can commence.

### POVs (PERSONALLY OWNED VEHICLES)

**POVs should arrive directly at Edmonton EXPO Centre and should not use the marshalling yard.**

If your equipment will be delivered in a privately-owned vehicle such as a car, van, or small truck, you will need to stop at the driver check-in area at Door H and they will instruct you where to unload your vehicle and park. You will be given access to the loading dock on a first come first serve basis during the allotted POV delivery time (Saturday – Monday).



**POVs will have 30 minutes to unload** after which time, the vehicle needs to be removed and parked.

### EXHIBITOR PARKING

SME, the Show Management has procured parking for **move-in, move-out** and **all show days** as an effort to best serve you, your staff, and all attendees at the show.



## 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 ft<sup>2</sup> AND LARGER AND ALL BOOTHS WITH HEAVY MACHINERY**

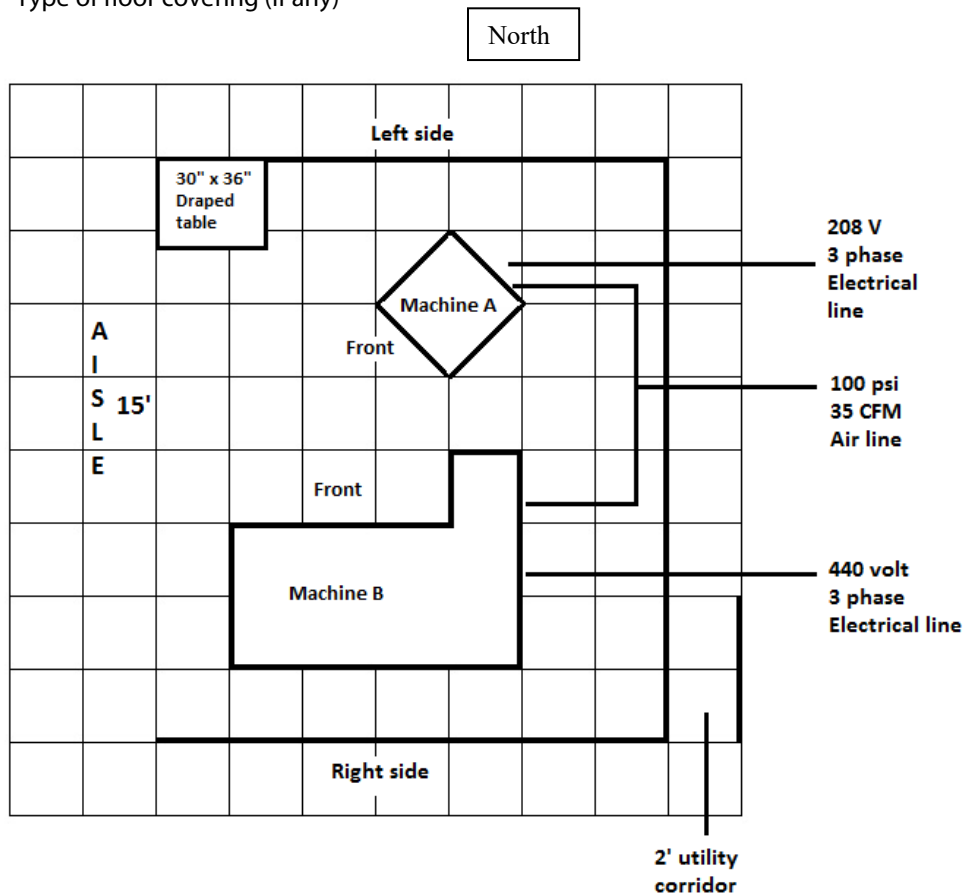
Please email your grid to Chris Weder, GES at [cweder@ges.com](mailto:cweder@ges.com)

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)





WESTERN MANUFACTURING  
TECHNOLOGY SHOW

Company: \_\_\_\_\_ Booth # \_\_\_\_\_

Person responsible: \_\_\_\_\_ Scale: 1 square = \_\_\_\_\_




## MOVE-OUT PROCEDURE

### MOVE-OUT DATES & TIMES

Thursday, June 1, 2023	2:00 pm – 10:00 pm	<b>ALL EXHIBITS</b>
Friday, June 2, 2023	8:00 am – 4:00 pm	<b>HEAVY MACHINERY ONLY</b>

**All exhibits (except Heavy Machinery) must be removed by 10:00 pm on Thursday, June 1, 2023.**

### **NO DISMANTLING OR REMOVAL OF EXHIBITS OR EXHIBIT MATERIAL IS PERMITTED BEFORE THE CLOSE OF THE SHOW.**

Beginning at 2:00 p.m. on Thursday, June 1, 2023, once the aisle carpets have been rolled up and removed, all materials/crates will be returned to the booths.

During move-out, freight will be shipped from the show through the same doors that were used for move-in. The floor will have a materials 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. Please be advised that all storage will be placed on the loading docks and therefore, will require several hours to be unloaded and returned to your booth.

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.

Please identify every case, crate, or carton etc. by completing and affixing the proper bills of lading to your shipment.

### **REMOVAL OF EXHIBIT MATERIAL**

The hall must be cleared by **10:00 pm, Thursday, June 1, 2023**. Heavy machinery must be cleared by **4:00 pm on Friday, June 2, 2023**.

### **LIFO (LAST-IN, FIRST-OUT) EXHIBITORS**

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.

### **FORCED FREIGHT**

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.

**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.**

*If you have any questions, please contact Ursula Tsoi at [ursulatsoi@sme.org](mailto:ursulatsoi@sme.org) or (888) 322-7333 ext 4434*

## 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 our deadline of May 5<sup>th</sup>, 2023.**
5. For your EAC contractor to be accepted, they must be listed as an additional insured on your insurance certificate.
6. If you need further assistance, please contact **Ursula Tsoi at (905) 752-4434 or [utsoi@sme.org](mailto:utsoi@sme.org).**

Show Management will NOT accept the following:

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

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

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

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

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

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

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

Email \_\_\_\_\_

Exhibitor Appointed Contractor (EAC) to be used:

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WESTERN MANUFACTURING  
TECHNOLOGY SHOW

## EXHIBITOR APPOINTED CONTRACTOR FORM – continued

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

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

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

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

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

Please note the following services will be provided exclusively by the show’s Official Contractors.

**Under no circumstances are EAC’s allowed to perform or provide these services:**

- × Drayage / Fork Lift / Genie Lift Operations
- × Overhead Rigging
- × Electrical / Mechanical Services / Labour
- × Production & Staging Services
- × Plumbing Services / Labour
- × Telecommunications Services / Labour
- × Booth Cleaning
- × Booth Security
- × 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:

- |  |  |
|--|--|
| <input type="checkbox"/> Booth / Display Rental  | <input type="checkbox"/> Personnel / Temporary Staff   |
| <input type="checkbox"/> Set-up / Display Labour | <input type="checkbox"/> Signs                         |
| <input type="checkbox"/> Photography / Video     | <input type="checkbox"/> Audio / Visual                |
| <input type="checkbox"/> Furnishings, etc.       | <input type="checkbox"/> Computer / Business Equipment |
| <input type="checkbox"/> Floral                  |  |

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

\_\_\_\_\_

I have notified the above EAC of the Society of Manufacturing Engineers Rules & Regulations for all exhibiting companies and acknowledge that the appropriate guidelines will be followed for my booth set up.

**Authorizing exhibitor please print/sign your name here:**

\_\_\_\_\_

**Submit this form to SME Canada to Ursula Tsoi [utsoi@sme.org](mailto:utsoi@sme.org) by **May 5<sup>th</sup>, 2023**.**





# REQUEST FOR COOLANT & CHIP DRUMS FORM

Please complete this form to confirm your coolant needs and **submit by FRIDAY, APRIL 28<sup>th</sup>, 2023**

Type of Fluid/Coolant: \_\_\_\_\_  
("Ecocool" from Fuchs Lubricants Canada)

Amount of Fluid/Coolant: \_\_\_\_\_

Date you require fluid/coolant to be delivered:

Friday, May 26th: \_\_\_\_\_ time: \_\_\_\_\_

Saturday, May 27th: \_\_\_\_\_ time: \_\_\_\_\_

Sunday, May 28th: \_\_\_\_\_ time: \_\_\_\_\_

Monday, May 29th: \_\_\_\_\_ 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 [roy.becker@fuchs.com](mailto:roy.becker@fuchs.com) by **Friday, April 28<sup>th</sup>, 2023**.



## REQUEST FOR COOLANT DISPOSAL FORM

**Please complete this form to confirm your waste coolant and/or disposal needs and **submit by Friday, April 28<sup>TH</sup>, 2023.****

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Machine Make: \_\_\_\_\_ Sump Size: \_\_\_\_\_ Liters to be Removed: \_\_\_\_\_

Machine Make: \_\_\_\_\_ Sump Size: \_\_\_\_\_ Liters to be Removed: \_\_\_\_\_

Machine Make: \_\_\_\_\_ Sump Size: \_\_\_\_\_ Liters to be Removed: \_\_\_\_\_

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### PLEASE PRINT CLEARLY

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Booth # \_\_\_\_\_

**Coolant will be removed from your machines Thursday, June 1<sup>st</sup>, 2023 at the close of the show.**

Please email your form to [utsoi@sme.org](mailto:utsoi@sme.org) by **Friday, April 28<sup>th</sup>, 2023.**