

mmts

MONTREAL MANUFACTURING
TECHNOLOGY SHOW

EXHIBITOR MANUAL

June 18 – 20, 2024
Palais des congrès de Montréal
Montréal, Quebec

What's Inside:

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

produced by
sme

Dear Exhibitor:

Thank you for joining us at the Montreal Manufacturing Technology Show 2024.

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

Please note the 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 Montreal Manufacturing Technology Show 2024.

Sincerely,

Ursula Tsoi
Operations Manager
SME Canada
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
Website: www.mmts.ca

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 - Show Contractor
 - Material Handling
 - Mechanical Services
- **Audio Visual & Computer Services:** TKNL CRÉATEURS D'EXPÉRIENCES
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 - Metal Chip Removal
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EVENT MANAGEMENT

SME Canada
312-7100 Woodbine
Avenue Markham, ON L3R
5J2 Main Office: (905) 752-
4415

Toll-Free: 1 (888) 322-7333

www.sme.org | www.mmts.ca

Group Manager, Events (Canada)
Operations Manager
Senior Marketing Specialist
Senior Sales Executive
Account Representative II
Account Representative I

Arjun Hajela	(905) 752-4437
Ursula Tsoi	(905) 752-4434
M. C. Jacob	(905) 752-4432
Allison Martinez	(905) 752-4416
Siddharth Arya	(905) 752-4452
Young Oh	(905) 752-4425

ahajela@sme.org
utsoi@sme.org
mjacob@sme.org
amartinez@sme.org
srya@sme.org
yoh@sme.org

SHOW OFFICE

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

SALES OFFICE

SME will maintain a sales office for exhibitors to discuss participation in future events.



OFFICIAL VENDORS

Official Vendors for MMTS 2024 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

Palais des congrès de Montréal
201 Viger Avenue West
Montréal, QC H2Z 1E6

SHIPPING ADDRESS

Palais des congrès de Montréal
Loading Dock
163 Saint-Antoine Street West
Montreal, QC H2Z 1X8

Montreal Manufacturing Technology Show 2024,
June 18 – 20, 2024
Name of Exhibitor
220A-E / Booth #

MOVE-IN DATES & TIMES

Wednesday, June 12, 2024	7:00 am – 6:00 pm HEAVY MACHINERY ONLY - BY APPOINTMENT
Thursday, June 13, 2024	7:00 am – 6:00 pm HEAVY MACHINERY ONLY - BY APPOINTMENT
Friday, June 14, 2024	7:00 am – 6:00 pm HEAVY MACHINERY ONLY - BY APPOINTMENT
Friday, June 14, 2024	1:00 pm – 6:00 pm – All Exhibits
Saturday, June 15, 2024	8:00 am – 5:00 pm – All Exhibits
Sunday, June 16, 2024	8:00 am – 5:00 pm – All Exhibits
Monday, June 17, 2024	8:00 am – 5:00 pm – All Exhibits

EXHIBITION DATES & TIMES

Tuesday, June 18, 2024	10:00 am – 5:00 pm
Wednesday, June 19, 2024	10:00 am – 5:00 pm
Thursday, June 20, 2024	10:00 am – 3:00 pm

MOVE-OUT DATES & TIMES

Thursday, June 20, 2024	3:00 pm – 10:00 pm – All Exhibits
Friday, June 21, 2024	8:00 am – 12:00 pm – All Exhibits

***All exhibits other than heavy machinery must be removed by 12pm, Friday, June 21, 2024**

Friday, June 21, 2024	7:00 am – 6:00 pm – Heavy Machinery Only
Saturday, June 22, 2024	7:00 am – 12:00 pm – Heavy Machinery Only

SERVICE PROVIDERS AT A GLANCE

S E R V I C E	SHOW RATE CUTOFF/ORDER DEADLINE	C O N T A C T
Audio Visual & Computer Rentals		TKNL CRÉATEURS D'EXPÉRIENCES Sylvie Robillard (514) 433-1675 s.robillard@tknl.com
Booth Cleaning & In-Booth Security (Order)	May 28, 2024	Palais des congrès de Montréal Exhibitor Services (514) 871-5871 Toll-Free: (888) 871-5871 techno@congresmtl.com
Catering (Order)	May 28, 2024	Maestro Culinaire (exclusive supplier at the Palais des congrès de Montréal) (514) 871-3111 info-mtl@maestrocuisine.ca
Chip Drums Coolant and/or Coolant Recovery	April 26, 2024	SME Canada Ursula Tsoi (905) 752-4434 Toll-Free: (888) 322-7333 ext 4434 utsoi@sme.org
Customs Broker, Transportation & Warehousing (Order) Regular Trucking Service & Van Line	Advanced Warehouse Opens: May 7 – June 7, 2024	Cross Connect Customs & Event Logistics Inc. Phone: 416-704-1956 Email: info@crossconnectcl.com
Show Contractor (Order) Decorating / Furniture / Carpets / Signs / Plants / Labour / Standard Drapery Set-Up / Booth Package / Photography / Graphic Production Services	Early Bird Cutoff: May 17, 2024 Regular Price Discount: June 7, 2024 Onsite Pricing: Rates in Effect June 10, 2024	GES CANADA – Exposervice Standard Customer Service 514-367-4848 #1 / 877-399-3976 serviceinfo@ges.com
Electrical Inspection (CSA)	No Deadline	CSA Group Special Inspections Division (514) 428-2414
Hotels (Reserve Rooms)	May 12, 2024	InterContinental Montreal 360 St-Antoine West, Montreal, Quebec H2Y 3X4 (514) 987-9900 reservationsgroupes-yulhb@ihg.com \$315/night: single/double

<p>Insurance (Order) (send a copy of certificate to SME by April 26, 2024)</p>	<p>Submit to SME by: April 26, 2024</p>	<p>Exhibitorinsurance.com Louie Neofotistos 905-695-2971 ext. 102 Toll-Free: 1 (866) 836-9066 louie@exhibitorinsurance.com</p> <p>SME Canada 312-7100 Woodbine Avenue Markham, ON L3R 5J2 Toll-Free: (888) 322-7333 Contact: Ursula Tsoi Email: utsoi@sme.org</p>
<p>Machinery Safety</p>	<p>N/A</p>	<p>Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) Tel: 514-906-3061</p>
<p>Material Handling (Order) (includes materials under 5,000 lbs and heavy machinery above 5,000 lbs)</p>	<p>May 17, 2024</p>	<p>GES CANADA – Exposervice Standard Customer Service 514-367-4848 #1 /1-877-399-3976 serviceinfo@ges.com</p>
<p>Mechanical Services (Order) Electrical, compressed air, plumbing, sign installation</p>	<p>May 17, 2024</p>	<p>GES CANADA – Exposervice Standard Customer Service 514-367-4848 #1 /1-877-399-3976 serviceinfo@ges.com</p>
<p>Registration (Register) & Lead Retrieval (Order) pricing is in US funds</p>	<p>Early Bird March 21, 2024 Advance May 2, 2024</p>	<p>Convention Data Services (CDS) (800) 746-9734 or (508) 743-0197 xpressleadpro@cadsreg.com</p>
<p>Exhibitor Profile *For sponsorship opportunities, please speak with your account representative directly.</p>	<p>Submit to SME ASAP</p>	<p>Young Oh Phone: (437) 551-4394 Toll-Free: (888) 322-7333 ext 4425 Email: yoh@sme.org</p>
<p>Telecommunications (Order) Booth Internet</p>	<p>May 28, 2024</p>	<p>Palais des congrès de Montréal Exhibitor Services (514) 871-5871 Toll-Free: (888) 871-5871 techno@congresmtl.com</p>
<p>Translation Services</p>		<p>Hugo Vandal-Sirois, Certified Translator hvandalsirois@gmail.com</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 MMTS 2024.

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

DUE NOW and 6 MONTHS BEFORE THE SHOW

- Review "Must-Read" Rules and Regulations
- Read Move-In and Move-Out information
- DUE ASAP Add in 50% due [here](#)
- DUE ASAP Submit high resolution company logo, exhibitor profile and new products to yoh@sme.org
- Plan and submit your booth layout – Exhibit Grid

3 MONTHS BEFORE THE SHOW

- March 1 Remainder 50% (Balance) of your Booth Space [here](#)
- March 15 Complete and submit your [Exhibitor Questionnaire](#)
- April 26 Order coolant provision/coolant extraction service
- April 26 Return mandatory forms:
 1. Certificate of Insurance
 2. Signed Health and Safety form
- Access the Online Exhibitor Marketing Kit (Coming Soon)
- Send MMTS invitations to customers and prospect (Coming Soon)

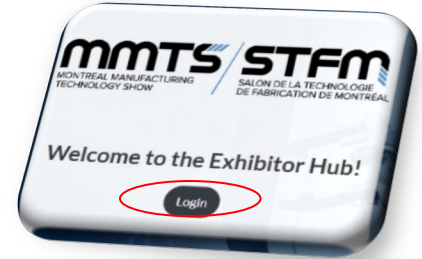
1 MONTH BEFORE THE SHOW

- Increase your exposure to customers and review [Sponsorship Opportunities](#)
- May 7 Advance Warehouse begins accepting shipments ([Cross Connect Customs](#))
- May 12 Make travel arrangements – [InterContinental Montreal](#)
- Return optional forms (if required):
 1. Exhibitor Appointed Contractor form
 2. Electrical Inspection
- May 17 Order Heavy-Lift/Material Handling services ([GES](#))
- May 17 Order Electrical and Mechanical Services ([GES](#))
- May 28 Order Booth Cleaning, In-Booth Security, Internet/Telecom and Metal Chip Removal
- May 28 Order Booth Catering
- May 28 Order Audio Visual and Computer Services for your booth
- June 7 Order transportation services desired for your booth to and from venue ([Cross Connect Customs](#))
- Lead Retrieval services early-bird pricing deadline ([CDS](#))
- Finalize booth personnel and register for exhibitor badges
- Direct shipments begin being accepted at Palais des congrès de Montréal
- Double check all required show services have been ordered
- Confirm and prepare your sales and marketing materials
- Encourage your new and existing customers to register online

EXHIBITOR HUB

In order to update and be listed in the online exhibitor directory and to access important exhibitor resources, you must login to the Exhibitor Hub. Below is the instructions for first-time Exhibit Hub login:

1. Visit the Exhibitor Hub online: <https://mmts2024.smallworldlabs.com/home>
2. Click the grey "Login" button
3. For first-time login, click "Forgot password?" to create a password



Login

Email Address

Password

[Forgot password?](#)

Login

1. Click "Forgot password?" to create your own password

Forgot password?

If you have forgotten your password or need to set a password, you can use this form to reset or set it. You will receive an email with instructions.

Email Address

I'm not a robot

Submit

2. Enter HERE any 1 of the 4 email addresses listed on your contract*
*Note: only the 4 email addresses listed on your contract for MMTS 2024 can be used as login for the Exhibitor Hub

For assistance with the Exhibitor Hub, please contact your account representative.

For assistance with payment processing, please contact Young Oh at yoh@sme.org or (905) 752-4437

Please submit your company logo and profile ASAP

4. Check your inbox under the email address you entered with the subject line, "MMTS/STFM 2024 Exhibitor Hub Account Recovery". Click "Reset Password" link in the email to create password. A window will pop up and lead you to the "Account Recovery" page where you will create a password for your login.

MMTS/STFM 2024 Exhibitor Hub



MMTS/STFM 2024 Exhibitor Hub

Password Reset

3. Click HERE to create a password

You or someone on your behalf clicked the "forgot password" link.

To reset the password for your account, click the link below.

[Reset Password](#)

Account Recovery

ACCOUNT RECOVERY

Select your new password and enter it below.

Password *

4. Enter HERE your new password

Minimum 6 characters, at least 1 uppercase letter, at least 1 lowercase letter, at least 1 number, and at least 1 special character.

Confirm Password *

5. Enter again HERE your new password

[Reset Password](#)

6. Click HERE to create your password

5. Login with the same email address entered and password created

**CLICK HERE TO
ACCESS THE EXHIBITOR HUB**

ACCOMMODATIONS & PARKING

SPECIAL HOTEL RATES

SME Canada has arranged special rates to help you enjoy your stay in Montreal. When you call to make reservations, please identify that you are calling for the Montreal Manufacturing Technology Show 2024 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.

InterContinental Montreal \$315/night: single/double | [Click Here to Reserve Online](#)
360, St-Antoine West
Montreal, Quebec H2Y 3X4
Phone: (514) 987-9900 | Toll Free: 1 (877) 660-8550
Email: reservationsgroupes-yulhb@ihg.com

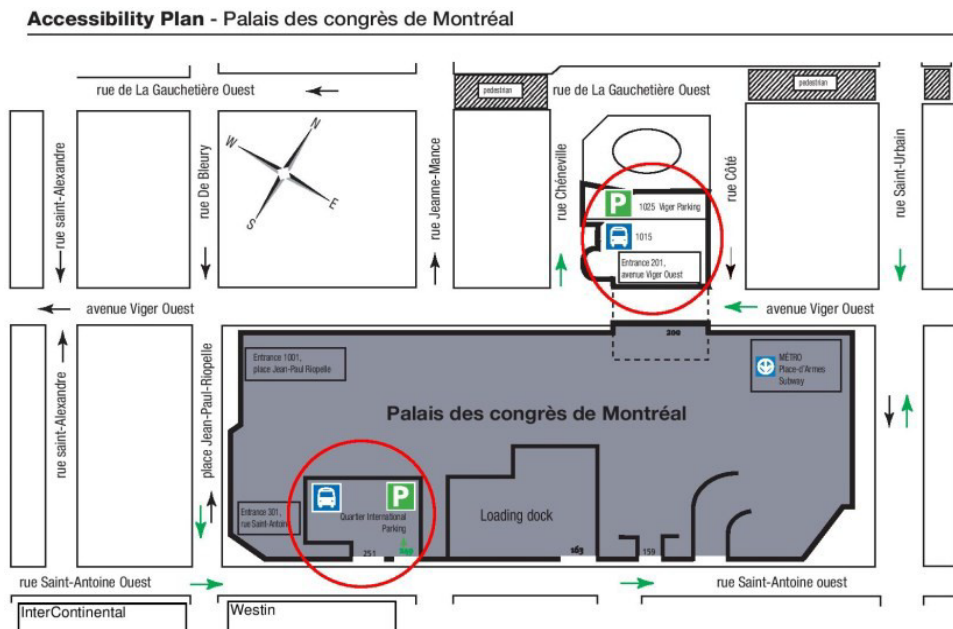
\$ 25.00 per day self-parked
\$ 37.00 per day - valet service with in & out privileges

You must make your reservations by May 12, 2024 to guarantee the special rate.

PARKING RATES at Palais des congrès de Montréal

1025 Rue Chenneville, accessible by Avenue Viger
Viger
400 spots
Fixed daily rate (free for first 10 minutes) - \$25.00

249 Rue Saint-Antoine Ouest
1,200 spots
Every 30 minutes - \$4.5
Maximum of 12 hours - \$23.00
Between 12 and 24 hours - \$26.00
Fixed daily event rate - \$29.00



GENERAL RULES & REGULATIONS

1) RULES GOVERNING SECURITY OF EXHIBIT HALL

- All persons entering the hall must wear a badge.
- On move-in and move-out days, the halls must be cleared no later than the times indicated in this manual.
- Exhibitors are urged to clear the halls within 15 minutes of the daily scheduled closing time.
- While Show Management will take reasonable overall security precautions, exhibitors are responsible to protect their own goods. During move-out, all booth material should be packed and properly labelled immediately after show closing -- with bills of lading -- before leaving the hall.
- Exhibitors are responsible for providing all workers with proper badges. These will allow the exhibitor admission to the show and must be worn during the show hours.
- Thefts must be reported to security immediately at 514-871-3141.
- 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/her exhibit.

3) CANCELLATIONS BY EXHIBITOR

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

4) CANCELLATION BY SHOW MANAGEMENT

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

5) LOSS OR DAMAGE

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

6) DEMONSTRATIONS, DISTRIBUTIONS AND COMPETITIONS

Display, demonstration and distribution of advertising material is not permitted outside the confines of the booth space. If audio/visual equipment is used, the sound must be subdued to such an extent as to ensure its having no nuisance effect on neighbouring exhibitors. Voice amplification may be used only with **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 physically challenged 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. All belt-and chain-drive units must be covered; all equipment where welding, cutting of metal, wood or plastic is involved must be provided with 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

Painting, nailing, drilling, or screwing to the floors, walls, or any other part of the building is not permitted. Exhibitors are also responsible for oil, grease or any general damage to the carpeted area. Exhibitors wishing to lay any floor coverings may not adhere them to the building floor. In such cases, **it is suggested that either building paper or other suitable protection be first laid down, or Polyken 105c LPDE or Scapa 274004 or DC-W002A double-faced tape be employed as an adhesive. Failure to comply may result in additional cleaning/removal charges that will be billed directly to the exhibitor in violation.**

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 this 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 serve food and beverages in their space when purchased by Maestro Culinaire, the exclusive caterer for Palais des congrès de Montréal.

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. Please read the enclosed Palais des congrès de Montréal Fire Regulations.

17) FLAMEPROOFING

NOTE: Table skirting and all cloth material must be flameproofed.

Display Rules & Regulations

A. STANDARD BOOTH

DEFINITION

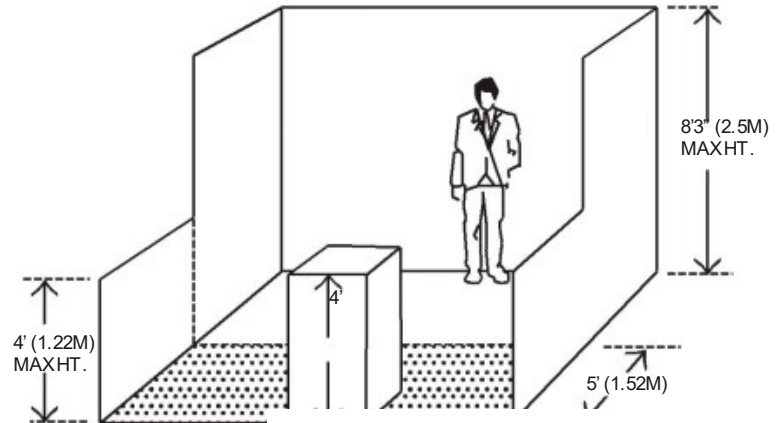
One or more standard units in a straight line

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.



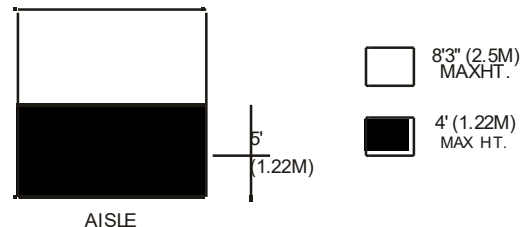
DISPLAY FIXTURES OVER 4' (1.22M) HIGH MUST BE CONFINED TO THAT AREA OF THE BOOTH THAT IS AT LEAST 5' (1.52M) FROM THE AISLE LINE

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.

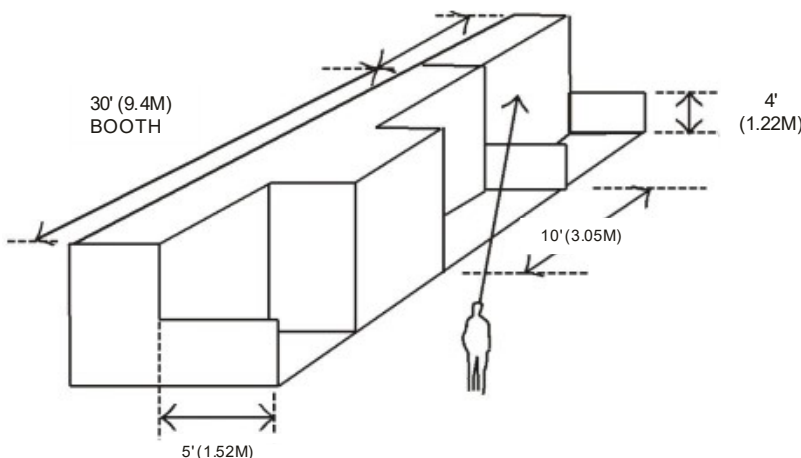
Intent

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 to accomplish both of these aims.



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. PERIMETERWALL 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

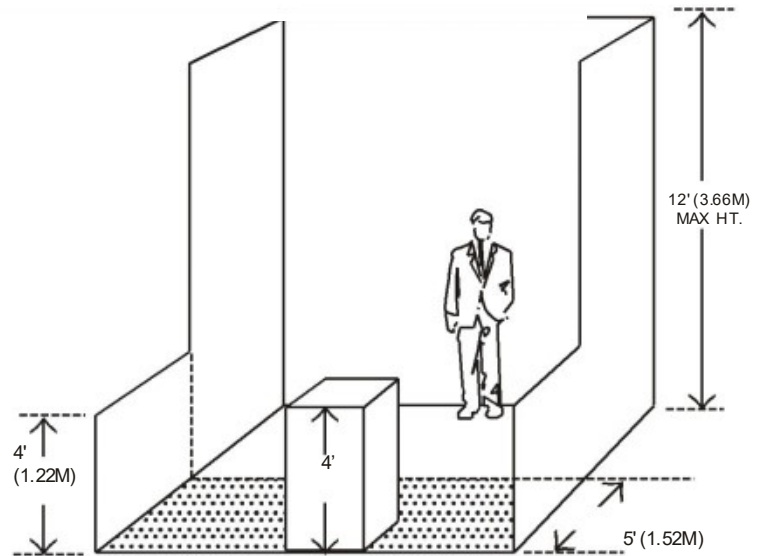
Because the outer perimeter booths are not backed up against another exhibitor's booth, display back walls and materials over 8'3" (2.5m) will not interfere with or distract from any other exhibit booth.

Depth

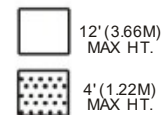
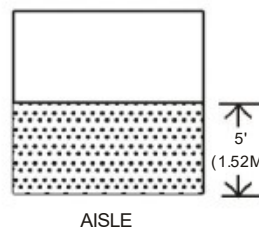
All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisleline.

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 AISLELINE



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. PENINSULABOOTH

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

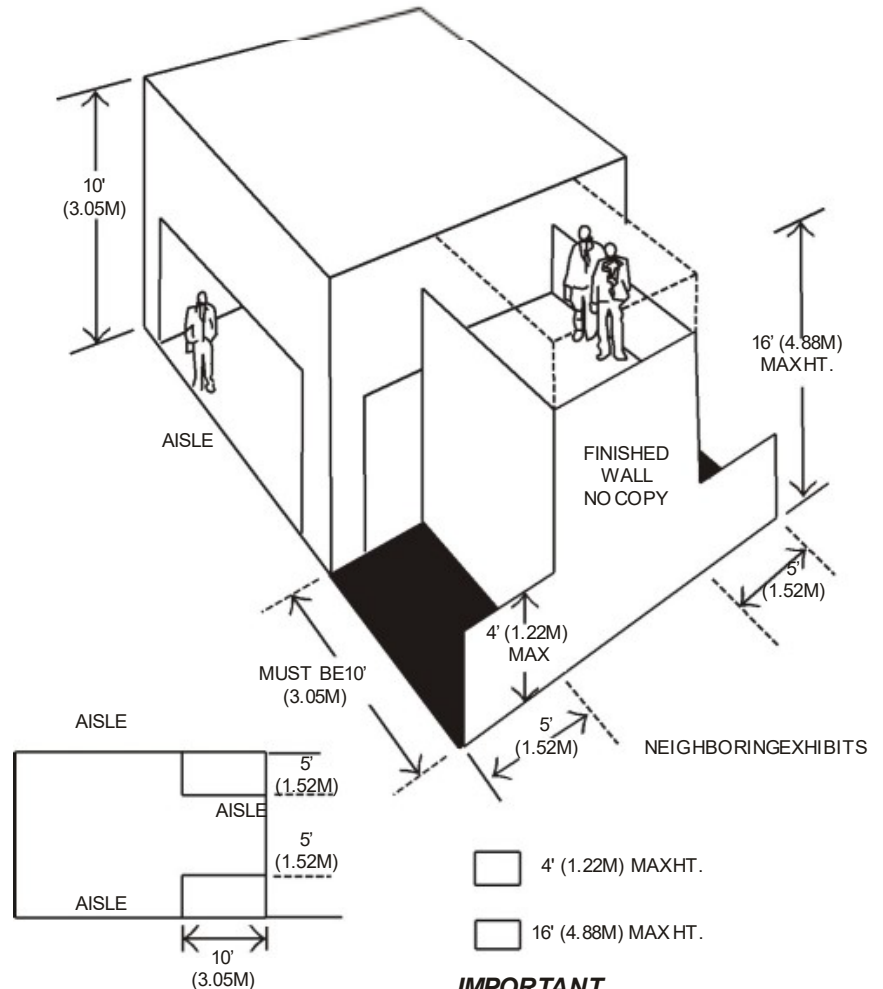
All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of a neighboring exhibit, must be confined to that area of the booth that is at least 5'0" (1.52m) from the aisle line to avoid blocking the sightline from the aisle to the adjoining booth.

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 BACK WALLS

Display Rules & Regulations

D. SPLIT ISLAND BOOTH

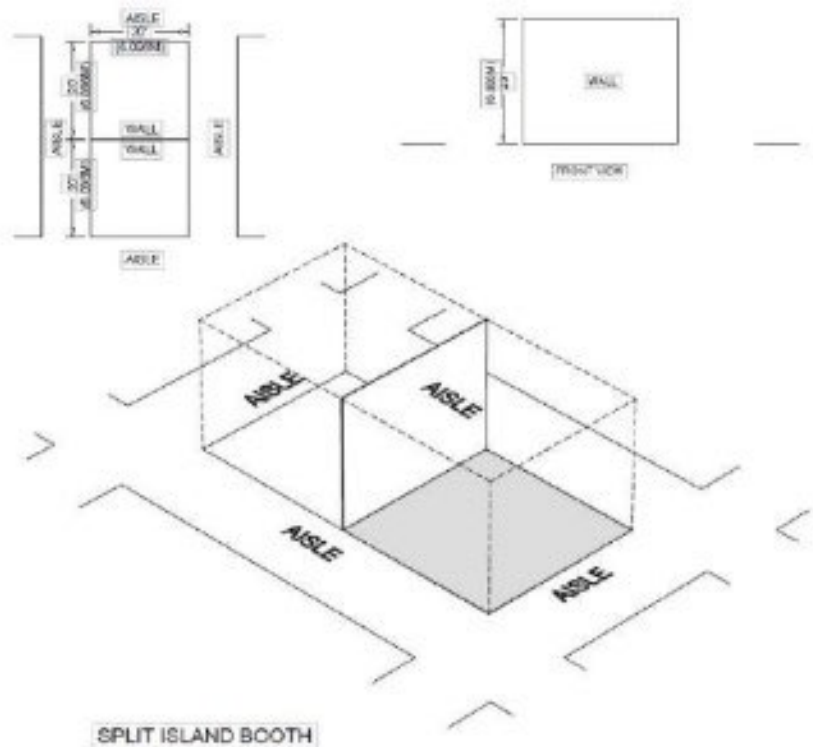
DEFINITION

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

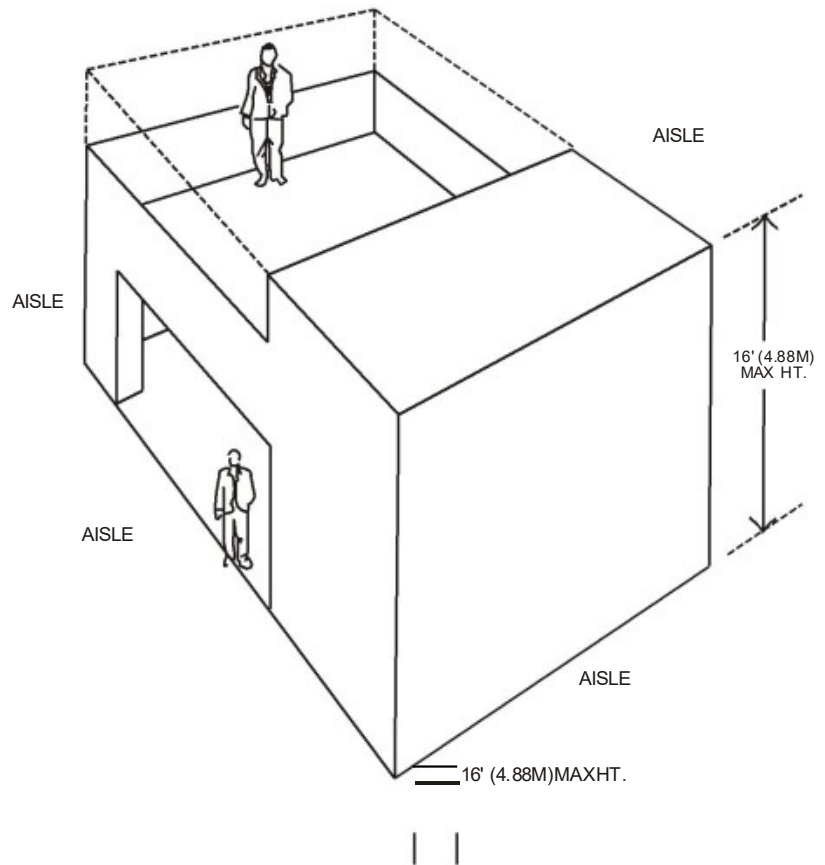
Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

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

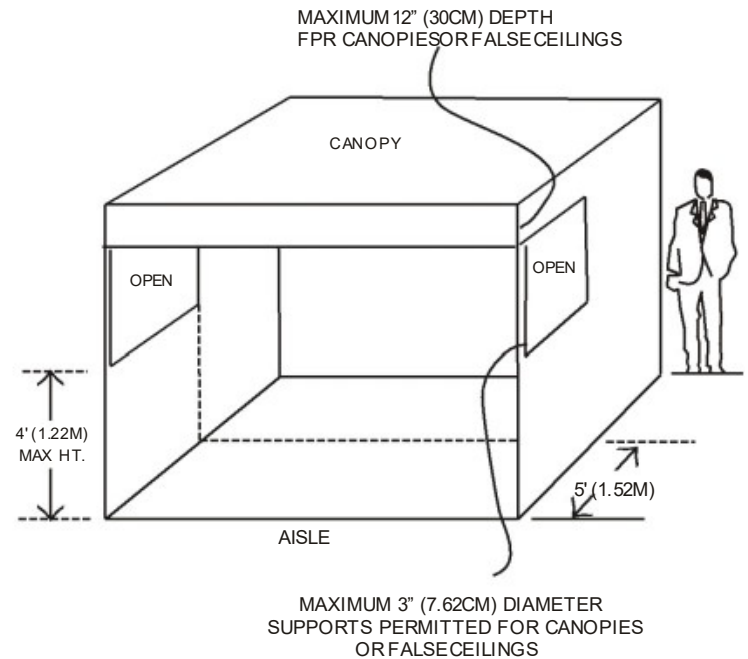
An exhibit component supported over an exhibitor's space for decorative purposes only.

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.

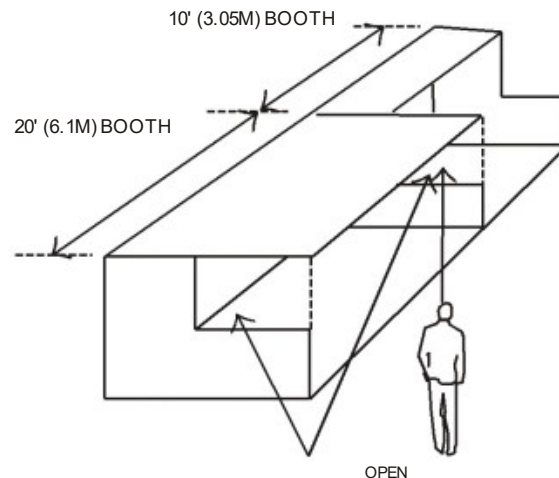


Depth

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 & DOUBLECORNER

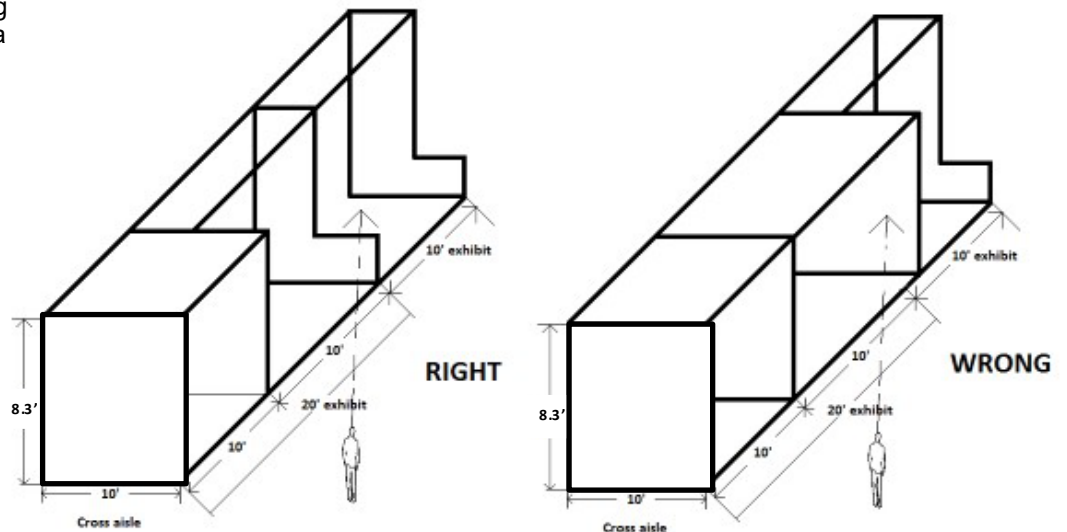
Corner

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 commonside with the neighboring exhibit to the cross aisle and extending to the main aisles, the 8' displays are allowed.

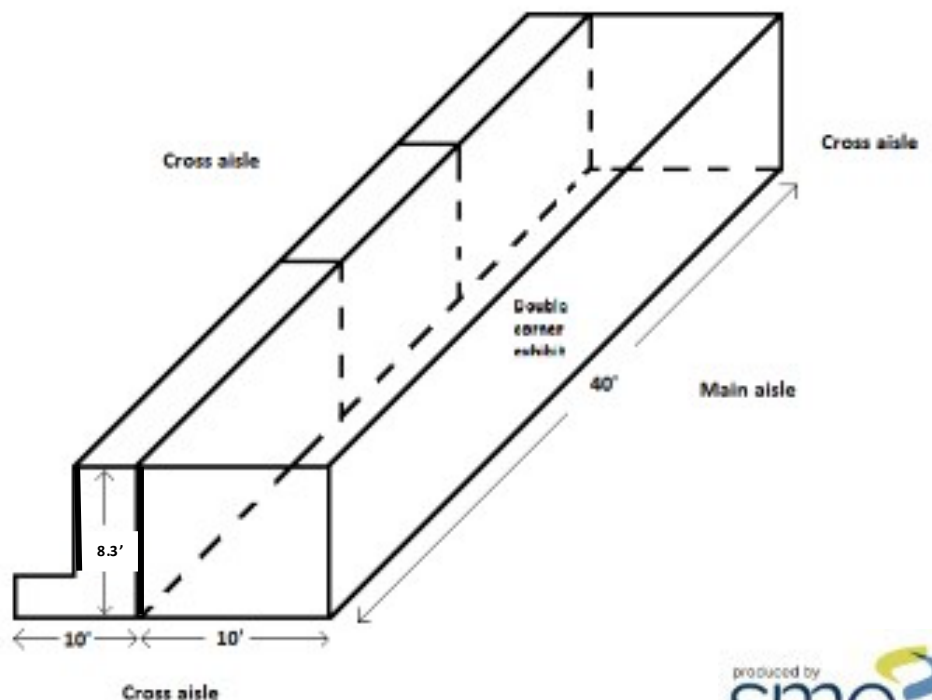
DoubleCorner

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

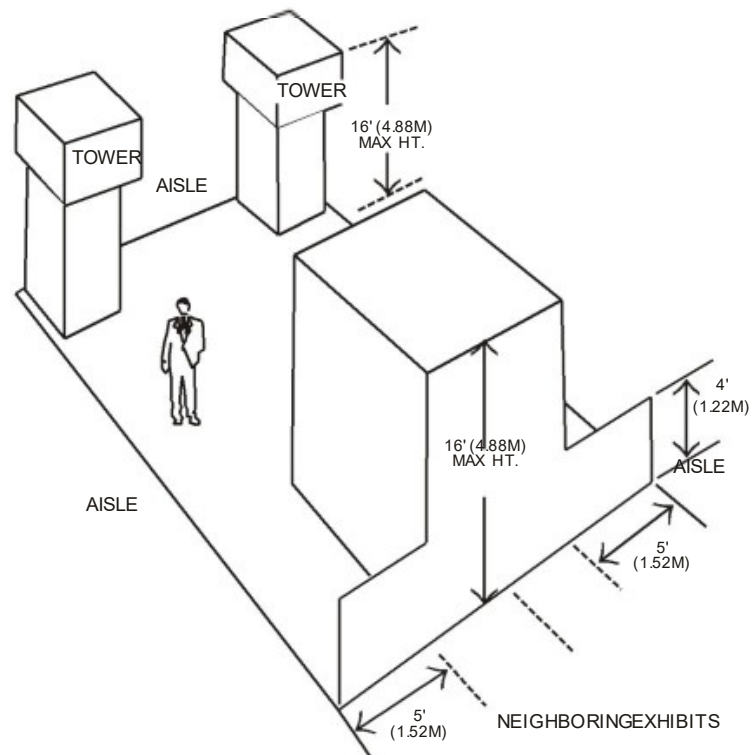
A free standing exhibit component separate from the main exhibit
Fixture that is used for identification and display purposes only.

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 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.

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

Perimeter Booth: 12'0" (3.66m)

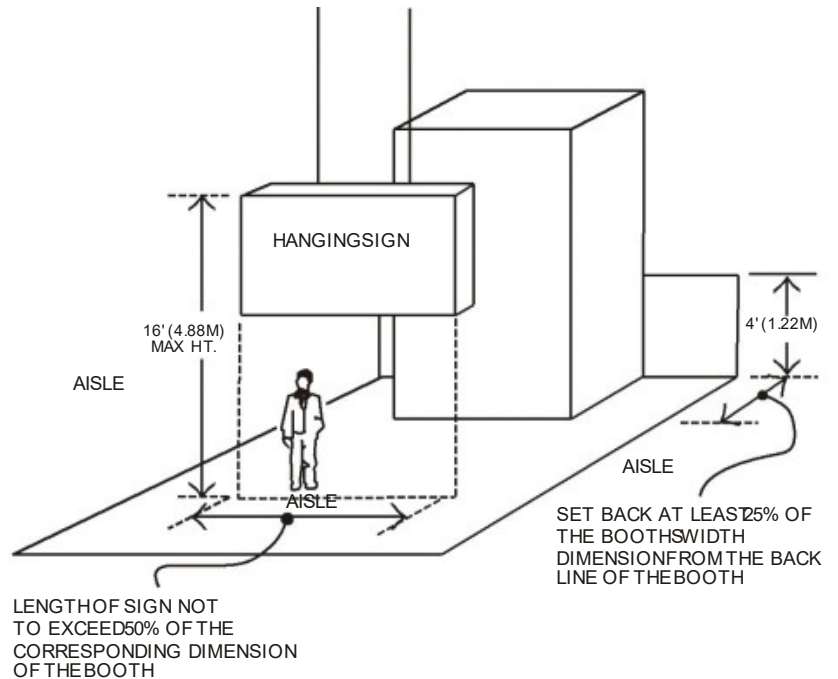
Peninsula Booth: 16'0" (4.88m)

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

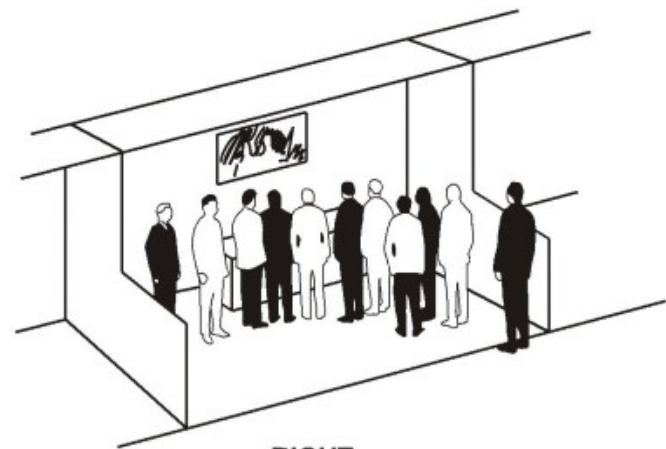
Demonstration areas must be organized within the exhibitor's space so as not to interfere with any traffic aisle and sampling or demonstration tables must be placed a minimum of 2'0" (60cm) from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow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

Intent

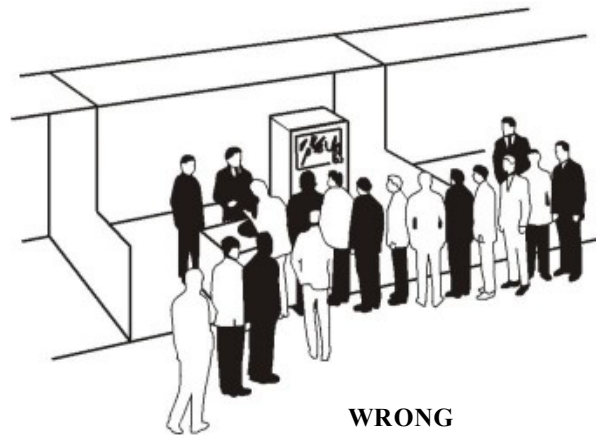
The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or for sampling and interfere with the flow of traffic down aisles or create excessive crowds in neighboring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

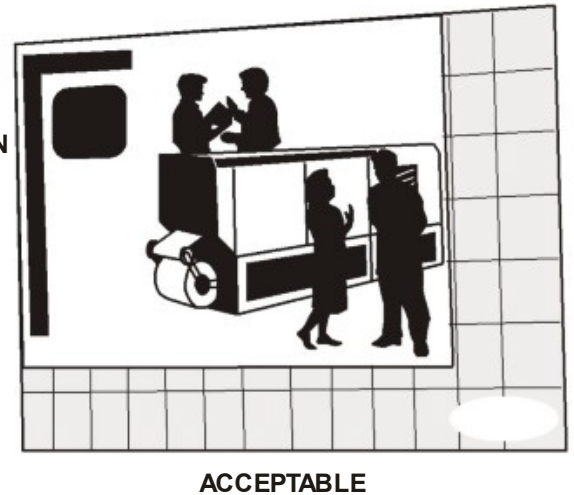
K. POSITIONING & OPERATION OF MACHINERY

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

FIRE AND SAFETY REGULATIONS

[Click here for the Rules and Requirements for Event Installations at Palais des congrès de Montréal](#)

HEALTH AND SAFETY REGULATIONS - MANDATORY

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 www.csst.qc.ca for further information regarding your obligations under the Act.

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 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 (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 MMTS 2024 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 Name: _____ Booth _____

Name: _____ Signature: _____ Date: _____

Please submit this form by April 26, 2024 by email to Ursula Tsoi: utsoi@sme.org

INSURANCE REQUIREMENTS - MANDATORY

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 April 26, 2024.

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 Ave, Markham, ON L3R 5J2**
- Coverage Period – June 12 - 22, 2024 (includes Move-in and Move-out).
- Event name – Montreal Manufacturing Technology Show 2024
- 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 Montreal Manufacturing Technology Show 2024 has appointed **exhibitorinsurance.com** as the recommended insurance contractor for exhibitors. If you have any questions, please contact them by telephone at 905-695-2971 or by email at info@exhibitorinsurance.com.

You can access the exhibitorinsurance.com form [here](#) should you require insurance coverage for your participation in MMTS 2024. You can also order insurance online at www.exhibitorinsurance.com by clicking "Order Exhibitor Insurance" and searching for the event name: Montreal Manufacturing Technology Show / MMTS 2024 / STFM 2024.

Please **submit this form by April 26, 2024** by email to Ursula Tsoi: utsoi@sme.org

ELECTRICAL SAFETY CODE REQUIREMENTS

- A) **If you wish to display, offer for sale, or use any electrical equipment which is not now certified/approved, a sign must be attached to the machine indicating it has not been approved for sale or rental as required by the regulations respecting electrical installations in Quebec, Article 6.**
- B) The Electrical Safety Code requires that all electrical equipment must be approved before it may sold, or otherwise disposed of or used in Canada. **For more information about CSA Sepcial Inspection/Field Evaluation approval please contact the CSA Group Special Inspections Department at (514) 428-2414.**
- C) **It is, therefore, the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about his booth comply with these regulations. This includes electrical merchandise as well as lighting and display equipment.**
- D) Electrical equipment for which approval is sought can be submitted to CSA Group. The approval of this Association is acceptable to all electrical inspection authorities in Canada. You are referred to them for all details of procedure.
- E) One of the fundamental requirements for certification is that appropriate approval markings appear on each device. If such markings are missing, the device must be considered unapproved and, therefore, subject to special inspections. Please see the link for all accepted marks for Quebec: <https://www.rbq.gouv.qc.ca/en/areas-of-intervention/electricity-1/your-obligations-toward-the-rbq/approval-of-electrical-equipment/>
- F) **Failure to comply could result in the equipment being refused connection to the source of electrical supply, and may even be ordered removed from display.**

CSA Group

865 Ellingham Street
Pointe Claire, Québec
H9R 5E8

Contact: Special Inspections Division
Tel: (514) 694-8110 Fax: (514) 694-5001
specialinspectionmtl@csagroup.org

IMPORTANT:

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

SHIPPING INFORMATION

ADVANCE SHIPPING INFORMATION

Important: Advanced warehouse opens from May 7th – June 7th, 2024

No shipments will be accepted at Palais des congrès de Montréal **prior to Wednesday, June 12th, 2024**

Exhibitors needing to ship their equipment in advance should contact the **Official Show Transportation Company - Cross Connect Customs & Event Logistics Inc. 416-704-1956**. Their services include pre-show warehousing to facilitate your shipment scheduling.

Exhibitor Name, Booth #

c/o MMTS 2024

ABF Freight

555 Autoroute 13

Laval, QC H7W 5N4

Piece _____ 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 Palais des congrès de Montréal **prior to Wednesday, June 12th, 2024**

Exhibitors needing to ship their equipment directly to the event should contact the **Official Show Transportation Company - Cross Connect Customs & Event Logistics Inc. 416-704-1956**.

Name of Exhibitor, Booth #

Montreal Manufacturing Technology Show - MMTS 2024

Palais des congrès de Montréal

Loading Dock

163, Saint-Antoine Street West

Montréal, QC H2Z 1X8

COURIER SHIPPING INFORMATION

COURIER SHIPMENTS will be accepted at the facility beginning Friday, June 14th, 2024

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 and Event 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

Company: _____

Booth: _____ **Hall:** _____

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

Direct Shipping Label



Montreal Manufacturing Technology Show

Palais des congrès de Montréal

Loading Dock

163, Saint-Antoine Street West

Montréal, QC H2Z 1X8

Advanced Warehouse Label

Company: _____

Booth: _____ **Hall:** _____

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



Montreal Manufacturing Technology Show

ABF FREIGHT

555 AUTOROUTE 13

LAVAL, QC H7W 5N4

MOVE-IN PROCEDURE

MOVE-IN DATES & TIMES

Wednesday, June 12, 2024	7:00 am – 6:00 pm	HEAVY MACHINERY ONLY - BY APPOINTMENT
Thursday, June 13, 2024	7:00 am – 6:00 pm	HEAVY MACHINERY ONLY - BY APPOINTMENT
Friday, June 14, 2024	7:00 am – 6:00 pm	HEAVY MACHINERY ONLY - BY APPOINTMENT
Friday, June 14, 2024	1:00pm – 6:00 pm	All Exhibits
Saturday, June 15, 2024	8:00 am – 5:00 pm	All Exhibits
Sunday, June 16, 2024	8:00 am – 5:00 pm	All Exhibits
Monday, June 17, 2024	8:00 am – 5:00 pm	All Exhibits

All exhibits must be completed by 5:00 pm, on Monday, June 17, 2024. Aisle carpets will be laid at 8:00 pm, Sunday. 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:

Sean Couture, GES Canada
514-861-6627
scouture@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.

PLEASE NOTE THAT ALL STORAGE WILL BE PLACED ON THE LOADING DOCKS. Palais des congrès de Montréal 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.

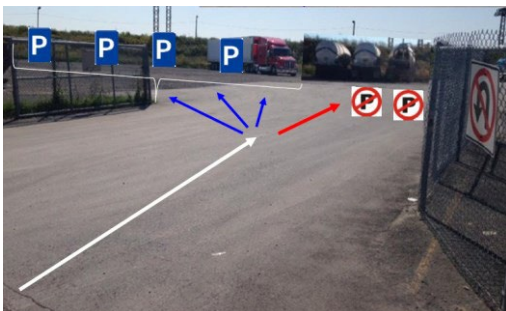
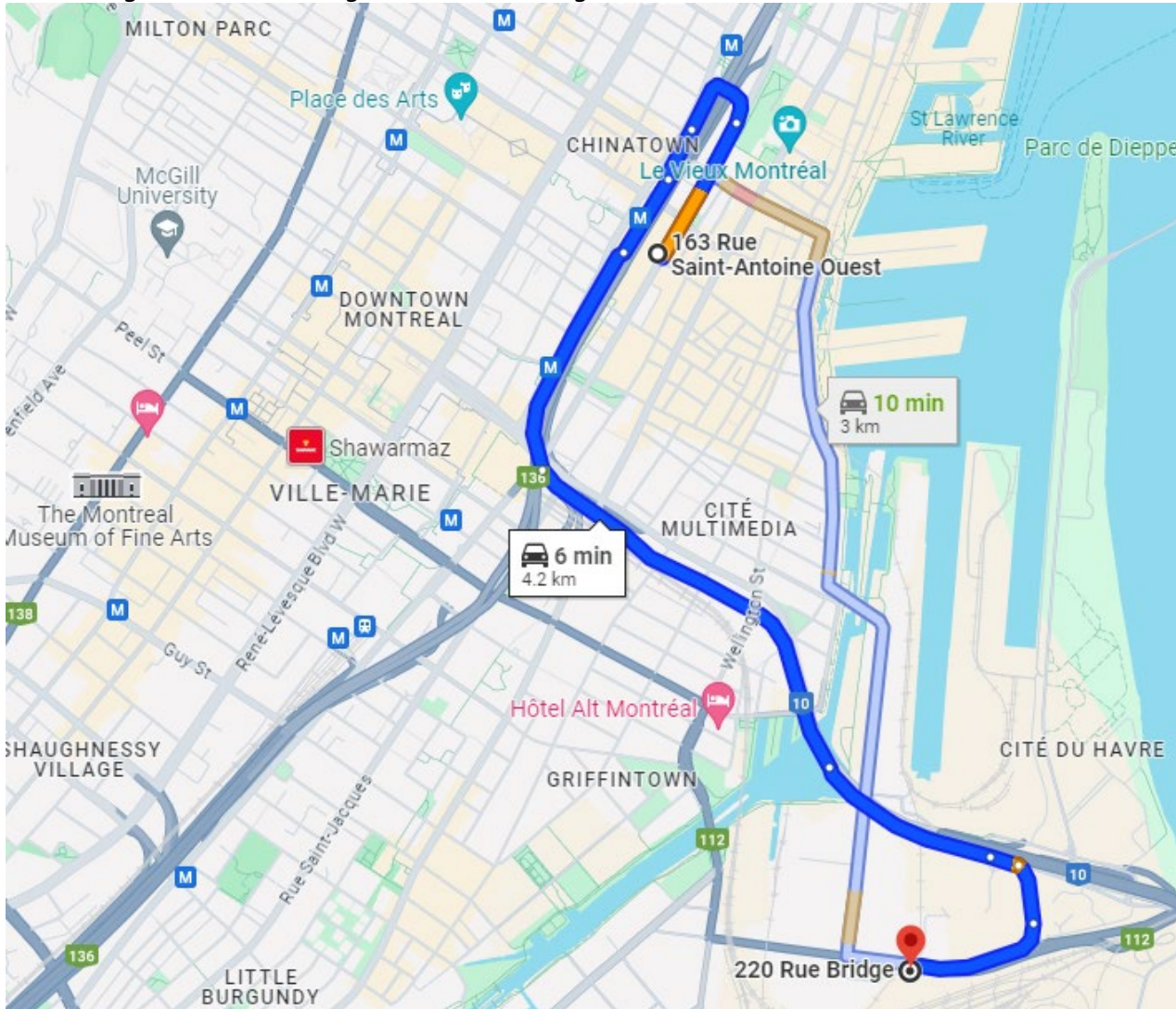
MARSHALLING & POV FOR MOVE-IN & MOVE OUT

MARSHALLING

The marshalling yard for MMTS 2024 is located at 220 Suite A, rue Bridge, Montreal, QC H3K 2C3. Deliveries must report there for staging/marshalling instructions. A marshalling official will be checking vehicles and will direct you to the proper loading door.

GETTING THERE FROM THE STREET

Marshalling Yard (220 rue Bridge) to Palais des congrès de Montréal (163 Saint-Antoine Street West)

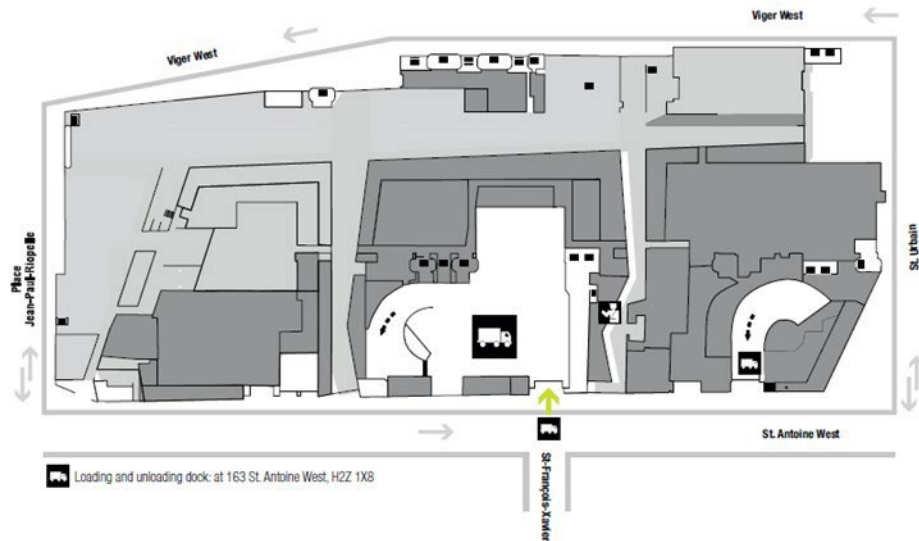


WHERE TO PARK IN THE MARSHALLING YARD

Please park on the LEFT SIDE of the marshalling yard parking as indicated in the photo.

ACCESSING THE PALAIS DES CONGRES DE MONTREAL LOADING DOCK

The Loading Dock MUST be accessed from Saint-Antoine Street as indicated on the map below



POVs (PERSONALLY OWNED VEHICLES)

POVs should arrive directly Palais des congrès de Montréal and should not use the marshalling yard.

They will be given access to the loading dock on a first come first serve basis during the allotted POV delivery time (Friday – Monday). **POVs will have 30 minutes to unload** after which time, the vehicle needs to be removed and parked.

Entry procedure during set-up

- Upon arrival, please obtain a mandatory pass from the attendant at the loading dock.
- A maximum of 15 minutes is permitted to unload your vehicle.
- Any vehicles left at the loading dock for more than 15 minutes are subject to towing or applicable parking fees.
- To assist in transporting materials, blue trolleys are readily available at the loading dock.

Exit procedure during dismantle

- Smaller vehicles have exclusive and priority access to the loading dock at the start of dismantle. Trucks with trailers, cube trucks and heavier vehicles will have access thereafter.
- The doors, between Level 2 (exhibit) and the loading dock will remain closed until all aisle carpeting is completely removed.
- Blue trolleys will be available from the loading dock once the doors are opened.
- Empty boxes will be brought to booths by Palais des congrès de Montréal personnel as promptly as possible, once the visitors have vacated the room and all aisle carpet is completely removed. Under no circumstances will exhibitors have direct access to storage facilities.
- A pass will be given to you by the attendant at the loading dock once all materials have been delivered to your booth. You must obtain this pass to have access to the loading dock with your vehicle.
- If your materials can be transported manually without the use of trolleys, it is possible to leave the premises via the exit doors or pedestrian access doors of the exhibit room.
- Blue trolleys or other heavy transport equipment are not permitted in the common or public areas of the Palais des congrès de Montréal, including the public elevators and escalators.

DANGER: please pay attention at all times to the working forklifts when moving around the loading dock area. Have a good and safe exhibition.



Exhibitor Questionnaire

Montreal Manufacturing Technology Show 2024

Palais des congrès de Montréal June 18-20, 2024

COMPANY INFORMATION

Booth #: _____	Company Name: _____
Contact Name: _____	
Email: _____	
Phone: _____	Fax: _____

ONSITE LEAD INFORMATION

Onsite Lead Contact Name: _____	Email: _____
Onsite Lead Mobile #: _____	

IMPORTANT: Please note that this is NOT an order form.

Individual service order forms must be returned to the applicable show service provider to receive products/services.

Complete & return this questionnaire to serviceinfo@ges.com by March 15th, 2024.

BOOTH SERVICES

1. Electrical Requirements	2. Communication Lines	3. Booth Carpet	Additional Comments:
Will you be ordering electrical services? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you be installing communication lines? Yes <input type="checkbox"/> No <input type="checkbox"/>	Booth carpet will be provided by (please check one): GES <input type="checkbox"/> Other Company <input type="checkbox"/>	
4. Undercarpet Services	5. Compressed Air	6. Plumbing	Additional Comments:
Will you be installing electrical/communication lines under your booth carpet? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you require compressed air? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you require plumbing services? Yes <input type="checkbox"/> No <input type="checkbox"/>	

MOVE-IN / MOVE-OUT SERVICES

7. Transportation	8. Customs	9. Accessible Storage	Additional Comments:
Will you be using the official show carrier, Cross Connect? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you be using the official customs broker, Cross Connect? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you need accessible storage during the event (to replenish giveaways and materials)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
10. Machinery	11. Heavy Lift Services	12. Material Handling	Additional Comments:
Will you be displaying machinery? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you require heavy lift services for items over 5,000 lbs.? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you require forklift services for items under 5,000 lbs.? Yes <input type="checkbox"/> No <input type="checkbox"/>	

OTHER SHOW SERVICES

13. Coolant (Delivery & Removal)	14. Coolant Delivery Date	15. Coolant Removal Date	Additional Comments:
Do you require coolant? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date _____	Date _____	
16. Lead Retrieval	17. Hotel	18. Booth Cleaning	19. Booth Catering
Will you require lead retrieval services? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you be booking hotel rooms for the event block? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you require booth cleaning services? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you require booth catering services? Yes <input type="checkbox"/> No <input type="checkbox"/>

Thank you! Your cooperation is appreciated.

Please return the completed questionnaire to serviceinfo@ges.com by March 15th, 2024.

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 WITH HEAVY MACHINERY AND ALL BOOTHS LARGER THAN 200 ft²

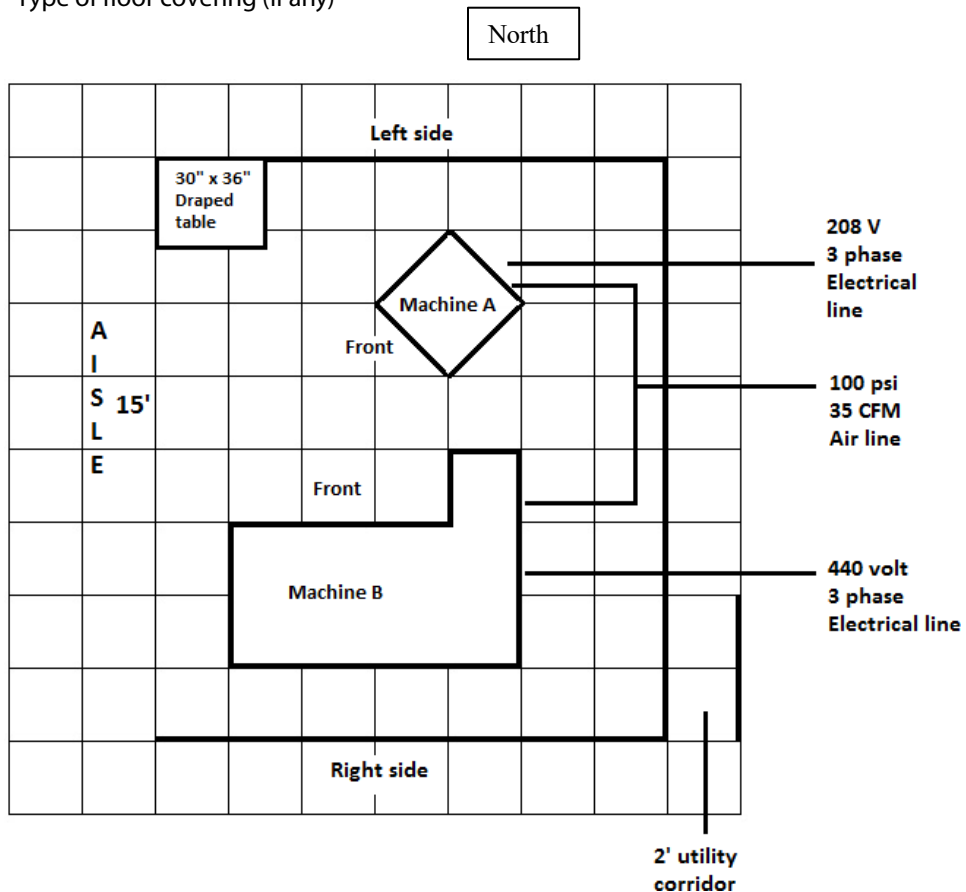
Please email your grid to GES at scouture@ges.com and copy utsoi@sme.org by **Jan 26th, 2024**.

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)



MOVE-OUT PROCEDURE

MOVE-OUT DATES & TIMES

Thursday, June 20, 2024	3:00 pm – 10:00 pm	ALL EXHIBITS
Friday, June 21, 2024	8:00 am – 12:00 pm*	ALL EXHIBITS
*All exhibits other than heavy machinery <u>must be removed by noon, Friday, June 21st, 2024</u>		
Friday, June 21, 2024	7:00 am – 6:00 pm	HEAVY MACHINERY ONLY
Saturday, June 22, 2024	7:00 am – 12:00 pm	HEAVY MACHINERY ONLY

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

Beginning at 3:00 pm on Thursday, June 20, 2024, 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 12:00 pm, Friday, June 21, 2024 except for heavy machinery. All machinery **MUST** be removed by 12:00 pm, Saturday, June 22, 2024.

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.**

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 17th, 2024**.
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**.

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 _____

Exhibitor Telephone _____ Exhibitor Fax _____

Exhibitor Email _____

Exhibitor Appointed Contractor (EAC) to be used:

EAC Address

EXHIBITOR APPOINTED CONTRACTOR FORM – continued

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:

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

If your EAC is performing another service not listed, please list 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:

Please submit this form to SME Canada to Ursula Tsoi utsoi@sme.org by **Friday, May 17th, 2024.**

REQUEST FOR COOLANT & CHIP DRUMS FORM

Please complete this form to confirm your coolant needs and submit by **Friday, April 26th, 2024**

Type of Fluid/Coolant: _____
(Coolant provider TBC)

Amount of Fluid/Coolant: _____

Date you require fluid/coolant to be delivered: _____

Friday, June 14th: _____ Time: _____

Saturday, June 15th: _____ Time: _____

Sunday, June 16th: _____ Time: _____

Monday, June 17th: _____ 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 utsoi@sme.org by **Friday, April 26th, 2024**

REQUEST FOR COOLANT DISPOSAL FORM
(FOR MACHINES RUNNING ON COOLANT FROM OFFICIAL PROVIDER ONLY)

For machines run on other coolants, please email utsoi@sme.org your coolant removal plans by **Friday, April 26th, 2024**

Please complete this form to confirm your waste coolant and/or disposal needs and submit by **Friday, April 26th, 2024**

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, June 20th, 2024** at the close of the show.

Please email your form to utsoi@sme.org by **Friday, April 26th, 2024**

GES Ordering Espresso Link
[Click Here to Access](#)

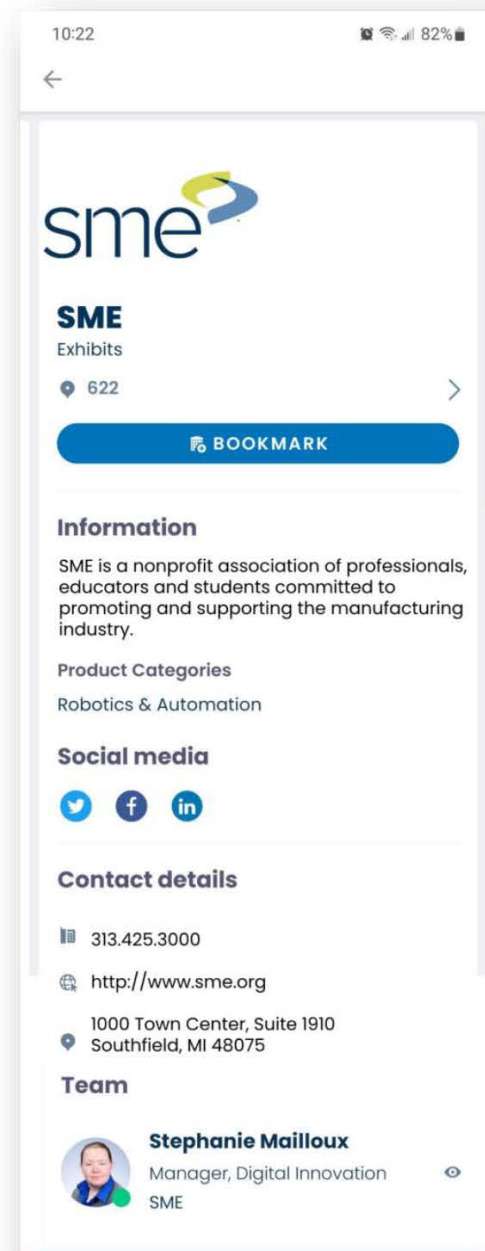
All exhibitors are included in the **official event app and digital event directory** for **MMTS 2024: SME+**

The EVENT DIRECTORY is DIGITAL –
ensure attendees can find your exhibit!



What You Need to Know:

- ✓ **Booth staff are automatically displayed in your company listing** so attendees can connect, set meetings and message them in the app.
- ✓ Booth staff are **STRONGLY** encouraged to download the SME+ app to **find key exhibiting information**, view/verify their listing, and to plan their event using the floorplan, schedule, and community networking features.
- ✓ Attendees can bookmark your exhibit listing and new products, as well as filter/sort by your product categories.
- ✓ SME+ features the **attendee list, networking recommendations, messaging, and meeting scheduling**, which will enhance your interactions with attendees.



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