

# Exhibitors' Manual and Forms

## CAN-USA FORESTRY, CONSTRUCTION & INDUSTRIAL EQUIPMENT EXPO 2008

[www.canusaexpo.com](http://www.canusaexpo.com)

Registration • Shipping • Schedules • Accommodations  
Special Events • Official Show Guide



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# Dear Exhibitor:

We are pleased to welcome you as an exhibitor in the

## **CAN-USA FOREST & CONSTRUCTION EXPO 2008**

This manual will provide you with information about all aspects of the show including:

**Registration • Special Events • Regulations  
Shipping • Schedules • Accommodations  
The Official Show Guide**

**JUNE**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
June 1	June 2	June 3	4	5 SET UP DAY	SHOW DAY 6 <b>CAN-USA</b> <small>FOREST, CONSTRUCTION &amp; INDUSTRIAL EQUIPMENT EXPO 2008</small>	SHOW DAY 7 <b>CAN-USA</b> <small>FOREST, CONSTRUCTION &amp; INDUSTRIAL EQUIPMENT EXPO 2008</small>
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**If there are any questions and situations that are not covered in this manual, feel free to call the Trade Show Manager at:**

**In Canada Toll Free: 1-866-754-9334**

**or 1-705-264-2251**

**Fax: (705) 264-4401**

# REGULATIONS

- ➔ All materials used in construction and decoration of an exhibit must be flame retardant.
- ➔ All exits and exit isles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles.
- ➔ All fire hose racks, fire related equipment and emergency exits must be visible and accessible at all times.
- ➔ Vehicles on display must have fuel caps locked or sealed to prevent vapors from escaping and or tampering. Batteries must be disconnected.
- ➔ Vehicles used to move materials in and out of the building must not be left idling.
- ➔ All 110 volt extension cords must be 3 wire (grounds), and CSA approved.
- ➔ No storage of any kind is allowed behind booths or near electrical service.
- ➔ Flammable or combustible liquids are prohibited inside of building except as approved by the local fire marshal.
- ➔ Management reserves the right to evict any person or company (without recourse) for disobeying any municipal, provincial or federal regulations governing this event; or, for any conduct deemed improper to show management.
- ➔ ***Under no circumstances is moving equipment to be used for moving exhibits or parts of exhibits in or out during show hours, unless you receive written consent from show management.***
- ➔ Booths must be manned during show hours. All booths shall stay set up during the show hours (no exceptions). All items that are in storage will not be released until after show hours.
- ➔ Any damage to any property that your display occupies is your responsibility and will be charged to your company.
- ➔ **All exhibitors must carry appropriate liability, damage and theft insurance. All Exhibitors must carry a minimum of \$1 million comprehensive liability insurance. Show management is not responsible for damage, loss or liability during move in, move out or show hours.**
- ➔ Municipal codes and fire regulations must be adhered to.

# SHIPPING



**LABEL SHIPPING FORMS TO:**  
**CAN-USA Trade Expo Exhibitor**  
**Exhibitor's Company Name**  
**Exhibit # \_\_\_\_\_ Arena# \_\_\_\_\_**  
**John Rhodes Arena Complex**  
**260 Elizabeth Street,**  
**Sault Ste. Marie, ON P6A 6J3**

*When shipping display material please state on bill of lading the proper info as listed above.*

*Please make arrangements to have the materials picked up after the show (place packing slips and or shipping bills on skids or crates).*

*All display material should be shipped so that they arrive at the trade show site the week of the event as there will be no receiver the week prior to the show. Please make arrangements if you are unsure of the arrival time of your display material.*

## Forklift

If a forklift is necessary, make sure you make arrangements with your shipper to drop off and pickup when forklifts are available. Our forklifts are available for hire but the trade show management must be aware it is required 60 days prior to the show. Please see the Additional Services Form enclosed in this package.

Minimum charge for 1/2 hour Move-In - 1/2 hour Move-out  
Fork Lift fees must be paid in advance by Visa, Master Card or Cheque.  
Additional 1/2 hour move-in and move-out will be billed from your card if necessary.  
For special arrangements call the Show Manager at (705) 264-2251.

Please make sure you carry proper insurance on the items being lifted. The trade show group and the individual operator will not be responsible for any damages during the move -in or move-out process.

It is absolutely prohibited to move-in or move-out any display material during show hours.

Outside exhibitors are responsible to ensure that any items being off-loaded from floats do not damage the asphalt. If damage occurs it is the responsibility of the exhibitor to cover the cost of repairs for the damages. Please make sure rubber mats or wood is available for this process.

# SCHEDULES



## Set Up Time

All exhibitors must set up on Thursday, June 5, 2008 between 8:00 a.m. and 10:00 p.m. Exhibitors wanting to set up either prior to the 16th or after the 17th must have written permission from the trade show manager. (705) 264-2251.

**Please Note:** There is absolutely no move out before 5:00 p.m., June 7, 2008 or there will be a early move out charge billed at \$400.00. This is agreed upon between the trade show group and the exhibitor.

## Exhibitor Registration & Badge Pickup

Thursday, June 5, 2008- the registrations desk will have your badges available upon arrival. ***Please make sure you submit your name badges in advance as we will not be able to accommodate you at the show. (Please see the fax form provided with close off dates in this manual).***

## Trade Show Hours

**Trade Show Hours: Friday, June 6, 2008**  
9:00 p.m. to 8:00 p.m.

**Trade Show Hours: Saturday, June 7, 2008**  
9:00 a.m. to 5:00 p.m.

## Tear Down Time

All exhibits must be torn down and out by Sunday June 7 at 10:00 p.m., the material that is being shipped via courier or truck on the Monday must be at the loading doors and tagged with shipping labels. There will be no forklift available on the Monday.



## FAX RETURN FORM

Fax Return # (705) 264-4401

# PERSONNEL REGISTRATION



Please register the personnel that will be attending. After completing this form, please fax to Canadian Trade-Ex. These forms are important and must be completed if you wish to receive personnel badges and invitations.

Use additional pages if necessary.

### Exhibitor

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Position: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Name Badges

Name:Title: \_\_\_\_\_  
Name: Title: \_\_\_\_\_  
Name:Title: \_\_\_\_\_  
Name:Title: \_\_\_\_\_

### Invitations

Please send me an additional \_\_\_\_\_ pre-registration invitation cards.

**Return By Fax No Later Than May 18, 2008**



**EXHIBITOR LISTING**



**FAX RETURN FORM**

Fax Return # (705) 264-4401

Each exhibitor is entitled to a complimentary booth description in the official show guide directory. No more than 20 words should be used to describe the equipment or services on display.

To run a logo with your booth description the cost would be \$175.00

For display advertising, contact the Show Manager.

Logo to be included: No  Yes

Exhibitor:Booth#: \_\_\_\_\_

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

City:Prov./State: \_\_\_\_\_

Postal/Zip: \_\_\_\_\_

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

Booth Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Return By Fax No Later Than April 8 , 2008**



is pleased to announce  
that we have been named

**Official Carrier**  
for the **CAN-USA EXPO 2008**  
Forestry, Construction & Industrial Equipment Expo 2008

June 6 - 7, 2008  
John Rhodes Community Centre  
Sault Ste Marie, Ontario

\* \* \*

**For more information  
and a competitive quotation on transporting your  
equipment, product samples and  
exhibition materials,  
contact us at:**

1-888-818-7771  
(toll-free from anywhere in Canada)  
or  
dial direct: 1-905-793-6460

**All trade show exhibitors qualify  
for a special discounted rate.**



# SPECIAL NEEDS FORM



## FAX RETURN FORM

**Fax Return # (705) 264-4401**

Exhibitor: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

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

Quantity/ Hours	Description	Advance	At Show	Total
	Carpet	\$75.00	\$95.00	
	Tables 2.5' & 8'	N/C for first 1	\$25.00/Table	
	Tablecloths - red <input type="checkbox"/> or white <input type="checkbox"/>	\$20.00/Table	\$25.00/Table	
	Chairs	N/C for first 2	\$12.00 each	
	Plug on shared line	N/C	\$20.00	
	Dedicated 15 amp line	\$75.00	\$125.00	
	Forklift ~ Move-in/Move-Out	\$75.00	\$125.00	
	Audio and Video Equipment. Please call for quote			
	Tents, pressure washing, banners, flags, etc. Please call for quote			

Master Card # \_\_\_\_\_ Expiry Date: \_\_\_\_-\_\_\_\_-\_\_\_\_

Visa Card # \_\_\_\_\_ Expiry Date: \_\_\_\_-\_\_\_\_-\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Sub-Total**

**G.S.T.**

**Total**

## Return By Fax No Later Than May 18 , 2008