

MAINTENANCE, ENGINEERING AND RELIABILITY /  
MINE OPERATORS CONFERENCE



COLLOQUE SUR L'INGÉNIERIE, LA MAINTENANCE,  
LA FIABILITÉ ET L'EXPLOITATION MINIÈRE

**TCU Place**  
**Saskatoon, SK, Canada**

**September 24<sup>th</sup> to September 26<sup>th</sup>,**  
**2017**

# **MEMO 2017**

# **Exhibitor Manual**

**TRADE SHOW HOURS:**

Sunday Sept. 24th 18:00 to 20:00

Monday Sept. 25th 10:00 to 16:00

Tuesday Sept. 26th 10:00 to 16:00

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## 1. Purchase Order Checklist

Please use this checklist to ensure you have ordered / made arrangements for all your vital products/services before the required deadlines. Keep this checklist and mark your ordering date.

PRODUCTS/SERVICES TO ORDER	EARLY DEADLINE	DATE ORDERED
Hotel Reservation	August 11, 2017	
Exhibit Badges for exhibitors staff	September 8, 2017	
Decorator / Logistics (Furnishings, shipping etc.)	September 8, 2017	

## 2. Show Service Providers List

CIM has appointed the following companies as **Official Service Contractors** for the 2016 MEMO. If you are planning on using a non-official service contractor, please be advised that there are certain requirements that your appointed contractor must comply with before being allowed access to the floor. In addition, the TCU Place is the exclusive supplier for food and beverage..

CIM Sales Manager	<b>CIM Exhibition: Sales Manager</b> Martin Bell - <a href="mailto:mbell@cim.org">mbell@cim.org</a> 514-939-2710 x 1311
Registration	<b>CIM Conference &amp; Registration Coordinator –</b> Nadia Bakka - <a href="mailto:nbakka@cim.org">nbakka@cim.org</a> 514-939-2710 x 1333
Show Decorator Furnishings	<b>Goodkey Show Services</b> Calvin Goodkey – <a href="mailto:calvin@goodkey.com">calvin@goodkey.com</a> 780-426-2211 / 877-726-2211 <a href="http://www.goodkey.com">www.goodkey.com</a>

### 3. Event Promoter

The Saskatoon branch, Surface Mining Society, Underground Mining Society, and the Maintenance, Engineering & Reliability Societies of the Canadian Institute of Mining, Metallurgy and Petroleum (CIM) are proud to host MEMO 2017. Founded in 1898, CIM is the leading technical society of professionals in the Canadian minerals, metals, materials and energy industries. With over 13 000 national and international members, CIM strives to be the association of choice for professionals in the minerals industries.

For more information, contact:

**Martin Bell**

Sales Manager

Phone: (514) 939-2710, ext.1311

Cellular: (514) 606-9549

E-mail: [mbell@cim.org](mailto:mbell@cim.org)

#### **SHOW DATES / HOURS**

**Sunday, Sept. 24 18:00 to 20:00**

**Monday, Sept. 25 10:00 to 16:00**

**Tuesday, Sept. 26 10:00 to 16:00**

### 4. Exhibit Space Fees

**Booth spaces are 10ft x 8ft at a cost of \$2200.00 + applicable taxes.** These spaces are draped and include 4 free booth staff who will all will have complete access to the technical presentations and plenary session, a value of over \$1600. More than 4 staff will cost \$200 each.

**If you are considering an equipment display, please contact [Martin Bell](mailto:mbell@cim.org) for pricing and details.**

### 5. General Terms and Conditions

The MEMO Contract is a binding document that incorporates the following terms and conditions:

The Exhibitor agrees to pay for the contracted booth space and furnishings whether actually occupied by a display or not, and which is subject to the rules outlined herewith and in the CIM Booth Space rental contract.

The booth space rental must be paid in full prior to the move-in date or the Exhibitor's crews will not be permitted to erect the display booth.

Should the Exhibitor relinquish his participation or be unable to participate in the exhibition, he will lose all

entitlement to the reimbursement of the amounts paid no matter the impediment to his participation.

The Exhibitor agrees to abide by all the rules described herewith to which reference is made and which forms a part of the booth space contract, including local union and labor laws, provincial laws, and specific regulations and requirements issued by the venue.

Exhibitors may share with other companies but cannot sublet their space to others.

## 6. Show Policies

### **Disabilities Act**

All exhibiting companies are required to be in compliance with the Canadian Disabilities Act and are encouraged to be sensitive to attendees with disabilities.

### **Exhibitors' Demonstrations**

Demonstration areas must be organized within the Exhibitor's space and must not interfere with aisle traffic. Demonstration tables must be placed at a minimum of 2'0" (60 cm) from the aisle line. Interference with normal aisle traffic flow or overflow into neighboring booths is prohibited. Each Exhibitor is responsible for ensuring proper traffic flow, and aisles should not be obstructed at any time.

**Safety Precaution:** Demonstrations involving potentially hazardous machines, displays or parts must incorporate hazard barriers to prevent accidental injury to visitors. Exhibitors must conform to any directive given by the TCU Place Management.

Exhibitors are not permitted to place any type of materials outside their booth space area.

*CIM Publications and printed matters produced by CIM are the only authorized publications to be distributed to Exhibitors' booths and designated areas of the show floor.*

### **Solicitations**

Exhibitor surveys must be confined to the Exhibitor's booth space. Floor solicitation and distribution of printed materials to other Exhibitors are not permitted unless authorized by CIM.

### **Removal of Show Items during Move-in or after Official Show Hours**

Prior to removing any show item from the attended booths during show time or after show closing, the Exhibitors are required to inform the security and obtain a Materials Show Exit Voucher.

### **Show Security**

CIM and the TCU Place provide peripheral security on a 24-hour basis and are not responsible for exhibitors' goods.

**Note:** It is the responsibility of each Exhibitor to protect his materials from loss or damages. Exhibitors are urged to take every possible precaution to secure the easy-to-carry items at all times. All incidents should be reported to security and show management. If appropriate, law enforcement agencies will be called upon. Exhibitors should keep a copy of all documentation and inform their insurance companies in case claims are filed.

## Exhibitor attendance to conference

All exhibiting staff can attend the conference sessions at no charge. Workshops and Field Trips are not included in this offer.

## 7. Information & Restrictions

### Exhibitor Restrictions

Exhibitor's employees are prohibited to drive forklifts or use dollies, carts, power tools and other show equipment. For safety purposes only the official contractor is permitted to such work.

### Booth ID Numbers

Booth ID numbers will be temporarily displayed and clearly visible during move-in and during the show.

### Storage within the Booth Space

Fire regulations in most Exhibit Facilities prohibit storing empty carton containers or packing materials behind back drapes. In most cases, however, Exhibitors may store a limited supply of literature or small display containers within their booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.

### Strategies to keep your costs down & our event greener!

Don't bring more brochures than you need. Brochures are very expensive to produce and their weight often represents a few hundred dollars in material drayage

### Heavy and Large items

Heavy pieces (in excess of 250lbs) must be approved by the Show Organizers. If you have questions concerning your display, please contact [Martin Bell](#).

## 8. Move-In / Booth set-up schedule

Exhibitors are responsible for their own freight and material handling. The venue (TCU Place) will not accept pre-shipped goods.

### Move-In Schedule:

<b>Saturday,</b>	<b>Sept. 23, 2017:</b>	<b>12:00 – 18:00</b>
<b>Sunday,</b>	<b>Sept. 24, 2017:</b>	<b>8:00 – 14:00</b>

*Note: For security and insurance concerns no one under the age of 16 will be allowed in the exhibit area during move-in, Booth set-up, dismantling and move-out.*

## 9. Furnishing, booth carpet, logistics



### **GSS is responsible for:**

Furnishings, booth amenities, transport logistics and will have a representative onsite.

## 10. Outbound Operations' Instructions

### **Show Closure Announcement**

Exhibits must remain staffed and intact during the show and may not be dismantled or removed before the show officially ends. **Exhibitors failing to abide by this rule will lose all accrued priority points and may be disqualified from exhibiting at future CIM Exhibitions.**

### **Booth Dismantling**

Exhibitors are requested not to leave their booth unattended during move-out operations. Dismantling and packing should start immediately after show closing.

### **Move-out Waste**

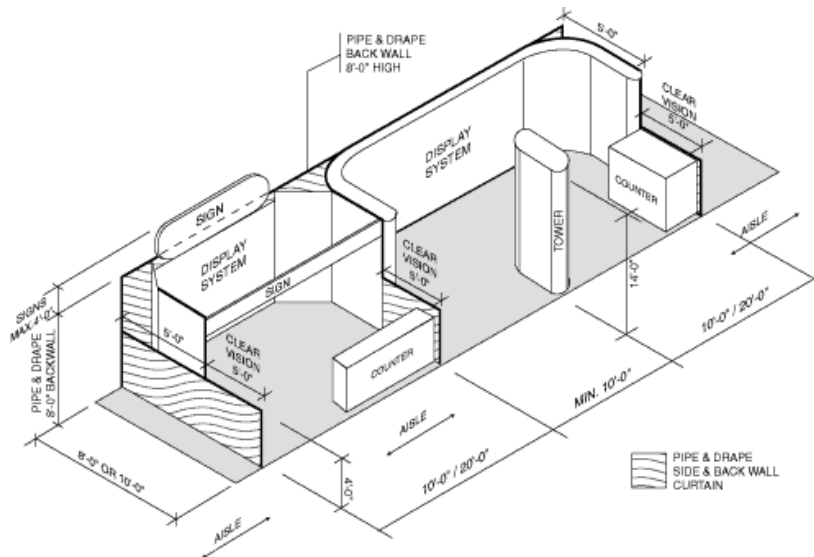
The official contractor will dispose of all garbage at the Exhibitor's expense. The TCU Place has an aggressive waste reduction program to reduce landfill and to recycle whenever possible.

## 11. Display Guidelines

### **TYPE "A" - STANDARD IN-LINE BOOTHS**

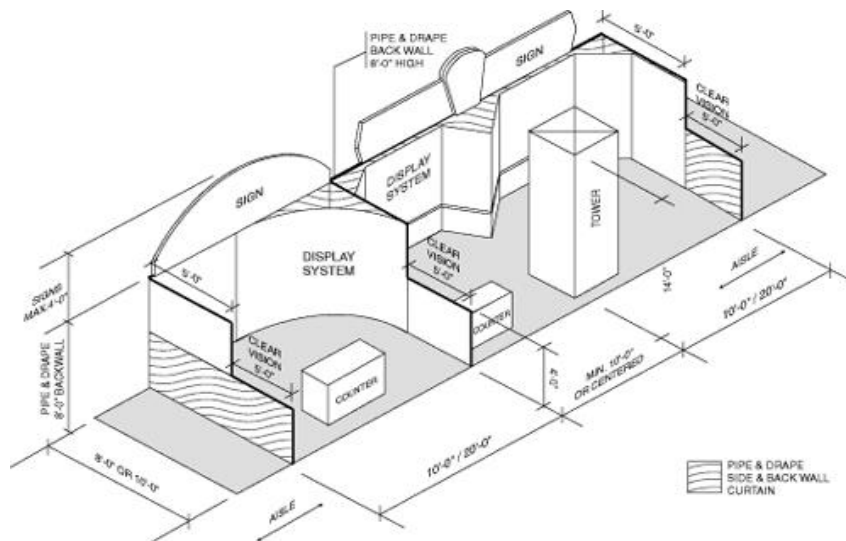
One or more standard units in a straight line, 8' (2.44 m) maximum in height. Exhibit fixtures and identification signs will be permitted to a maximum height of 12'0" (3.66 m). All display fixtures over 4'0" (1.22 m) in height and placed within 10 lineal feet (3.05 m) of an adjoining exhibit must be confined to that area of the exhibitor's space that is within 5'0" (1.52 m) of the aisle line (back half of booth). In some cases, a split-side drape may be

required to mask the display edge.



## TYPE "B" - CORNER BOOTHS

One or more spaces back-to-back with two aisles, 8' (2.44 m) maximum in height. Exhibit fixtures and identification signs will be permitted to a maximum height of 12'0" (3.66 m). All display fixtures over 4'0" (1.22 m) in height and placed within 10 lineal feet (3.05 m) of an adjoining exhibit must be confined to that area of the exhibitor's space that is within 5'0" (1.52 m) of the aisle line (back half of booth). In some cases, 2'0" (60 cm) of masking drape sidewall may be required for esthetics.



## 12. Floor Loading Capacity

**All display items over 250lbs per single unit must be approved by Show Management**



## 13. Accommodations

Booking for MEMO 2017 Conference attendees:

### **Hilton Garden Inn Saskatoon Downtown**

Double Queen: \$169.00

King: \$179.00

90-22nd Street E  
Saskatoon, SK S7K 3X6

Tel.: (306) 244-2311 –

Fax: (306) 664-2234

Website: [www.airlinehotels.ca](http://www.airlinehotels.ca)

### **Holiday Inn Saskatoon Downtown**

Double Queen: \$169.00

King: \$169.00

101 Pacific Avenue  
Saskatoon, SK S7K 3X6

Tel: (306) 986-5000 -

Fax: (306) 986-5001

Email: [hisaskatoon@prhotels.ca](mailto:hisaskatoon@prhotels.ca)

Website: [www.holidayinn.com](http://www.holidayinn.com)

## 14. Registration / Lead Retrieval System

### **Exhibitor Badges**

Online registration is available: <http://memo2017.cim.org/en/MEMO/2017/REGISTRATION/Register-here>

Badges will be available onsite at the Exhibitor Registration Desk.

Onsite Registration Dates and Hours:

Sunday, Sept. 24, 2017: 10:00 – 20:00

Monday, Sept. 25, 2017: 7:00 – 17:00

Tuesday, Sept 26, 2017: 7:00 – 14:00

## Lead Retrieval System



### **Streampoint Solutions Inc.**

91 Skyway Ave. Unit 200  
Etobicoke, Ontario, M9W 6R5  
(416) 743-7690  
Fax: (866) 873-9073  
[support@spsLeads.biz](mailto:support@spsLeads.biz)

## 15. Regulations

### **Degradation of the Premises**

The exhibitors by their own fault or their contractor's, will be held liable for any harm or damages to the building or its components caused during the transportation, installation or removal of materials.

### **Booth Inspections**

The Fire and Safety Officer and the CIM Sales Manager (or their appointees), will conduct booth inspections prior to opening the show and ensure that Exhibitors have complied with the show rules and regulations. Exhibitors in default will be requested to promptly comply. **Note: Serious infractions of the show rules and regulations can result in Exhibitor's expulsion from the show.** In these instances, all fees will be forfeited and the Exhibitor may be barred from participating in future CIM Exhibitions.

### **Equipment**

Access to portable extinguishers and fire cabinets shall be maintained free of obstruction at all times, including during set-up and dismantling of the exhibit. Under no circumstances can fire suppression equipment be removed, moved or made inaccessible. Emergency exit doors must remain accessible at all times.

**Note:** The Fire and Safety Officer may limit or restrict use of any of the above items.

### **Fire Protection**

In brief, the regulations of the Fire Department, Prevention Bureau state the following:

*All curtains, drapes, carpeting and other similar furnishings and decorative materials shall be noncombustible or flame-retardant treated to the satisfaction of the Fire Department. No flammable fluids or substances may be used or shown in exhibits. Decorations made of natural trees (i.e., coniferous or broad-leaved) are permitted provided they are potted with their roots and watered regularly. Any dry vegetation or dried-up tree shall be prohibited. Open flame or pyrotechnic devices are not permitted.*

The Fire Safety Officer of the City of Saskatoon has full discretionary power to apply additional rulings to ensure conformity with local fire codes and to maintain an acceptable level of fire safety within the TCU Place.

## Lighted Signs

Lighted signs are permitted. However, under no circumstances can they be projecting, revolving or flashing. The Exhibition Manager reserves the right to determine at all times what constitutes a nuisance for other exhibitors.

## Mandatory Insurance Coverage

**All Exhibitors must take out an insurance policy that includes a minimum coverage of \$1,000,000 CDN for liability to third parties, damage to property and theft of equipment and products. The coverage must be valid for the duration of the show including set-up and dismantling periods and must show the Canadian Institute of Mining, Metallurgy and Petroleum as the CERTIFICATE HOLDER.**

The exhibitor is responsible for and is held to sending a copy of his/or her Certificate of Liability Coverage to the organizer. A copy of this proof of insurance should be available at all times during the show. Exhibitors who cannot provide a copy of the insurance certificate at site, will be requested to complete and sign a waiver form.

Please send your insurance certificate to:

**Martin Bell**

Sales Manager

Email: [mbell@cim.org](mailto:mbell@cim.org)

## Obstructions

Nothing shall be hung from or affixed to any sprinkler piping or sprinkler heads. Ceiling decorations must never impede the operation of the sprinkler system. All exit doors shall remain operable and unobstructed at all times. Exit signs, manual pull stations; fire department handsets; fire hose cabinets and portable fire extinguisher shall not be obstructed in any manner. If a fire hose standpipe is located in an exhibit space, it shall be the responsibility of the Exhibitor to provide access to such equipment and, if the view to such equipment is obstructed, to provide designating signs for same.

**Note:** Aisles and exit must be kept free of obstructions, easels, signs, etc. If the setup does not comply, show management and the Fire & Safety Officer can request modification to your arrangements. Failure to abide will result in eviction.

## Safety Procedures

- Open flame devices and burning or smoke-emitting materials are prohibited.
- No display or exhibit shall be installed or operated in a way which could interfere with the visibility of an exit sign or access to any exit, nor shall any display block access to fire-fighting equipment.
- If necessary, the Fire and Safety Officer may request fire-extinguishing apparatus, which will be at the Exhibitors expense. All such equipment must remain visible and accessible at all times.
- The use of welding and cutting equipment for demonstration purposes is not permitted.
- Compressed flammable gases, flammable or combustible liquids, hazardous chemicals or materials, Class II or greater lasers, blasting agents, and explosives are prohibited in the Hotel.

## Security of the premises

The TCU Place and CIM ensure the general security of the perimeter of the exhibition 24 hours a day. Exhibitors must take the necessary measures to protect their goods, materials, equipment, and exhibition components at all times. **Never leave a handbag, portable computer or other portable item unattended in your stand.** If you wish to have additional security for your stand, you can order the service by completing the order form in the Exhibitor Information Section.

*We remind you that CIM and the TCU Place cannot be held liable for losses and/or damages to products and goods. The exhibitor is solely responsible for the security inside the confines of his booth.*

Work delays may be caused by interruption of service due to breakage of machinery, apparatus, equipment, power failure or any other source outside CIM's control. However, it is mutually understood and agreed that CIM will use proper and reasonable care to prevent work delays.

Exhibition Management will not tolerate abusive argumentation over show rules and regulations. Abusers may be expelled. Exhibitors are responsible for their staff and contractors behaviors.

**Show Management reserves the right to relocate or re-number any exhibit space at any time.**

### **Sales & Promotional Activities**

The distribution of samples and promotional materials as well as any solicitation activities are prohibited outside the rented exhibition space. These activities are also prohibited at the entrances of the exhibition hall, in the concourse or any other area on the TCU Place property.

### **Selling on the Show Floor**

On-site selling of samples or actual display products, as well as open solicitation of business must be confined to the Exhibitor's booth space. MEMO management encourages Exhibitor's staff to network on the exhibition floor and to invite clients to their booths.

### **Trade Show Attendance**

*Children and teenagers* are permitted to visit the trade exhibition provided that they are escorted by their parents, teachers or tutors. The exhibition attendance is free!

*Conference delegates* have free access to all trade exhibition activities.

*Mining community visitors* can access the exhibition for free!

## **16. Management Reserves the right to:**

- Approve or prohibit any display which is objectionable (i.e., noise, odor) or degrades the good reputation and/or image of the event.
- Prohibit attraction-seeking ploys or stunts, which are aggressively promotional (theatrical-type shows), intended for use in the booth, halls, corridors or approaches thereof. CIM insists that exhibits must be in good taste. Degrading side show antics and/or other undignified promotional methods (scantily clad models) will not be permitted.
- Maintain the events professionalism and high caliber by applying the "Good Neighbor Policy" at all times. Loud or obtrusive audio-visuals, presentations or other activities distracting to neighboring booths will not be permitted.
- Prohibit signs or lighting which causes distractions or interferes with other exhibitors.
- Close exhibitors' who serve or distribute alcoholic beverages from their booth.

## 17. Tourism & Maps

Take advantage of your stay, and explore beautiful Saskatoon!

Saskatoon is well known as a vibrant host city. With 65 annual events, our music, arts, theatre, sporting and cultural events offer non-stop entertainment.

Saskatoon is a thriving city graced with the vibrant beauty of nature. Divided by the winding South Saskatchewan River, Saskatoon's east and west face are joined by a series of bridges and lined with several kilometers of trails to jog, walk and explore. A city infused by a lively ambiance, friendly hospitality and rich, diverse cultural experiences, Saskatoon opens its hearts to visitors who delight in the city's mix of events, festivals and attractions.

Tourism Saskatoon is your trusted source for where to EXPLORE, what to EAT and local EVENTS in the community. Check out the website <http://www.tourismsaskatoon.com> or call 1-800-567-2444

**[AREA MAPS - SASKATOON](#)**

**[TCU Place](#)**

**[GETTING AROUND SASKATOON](#)**

**[GET SASKATOON'ED!](#)**