

**Maintenance, Engineering and
Reliability/Mine Operators
Conference and Trade Show**

**TCU Place
Saskatoon, SK, Canada**

**September 17th to September 19th,
2023**

MEMO 2023 Exhibitor Manual

TRADE SHOW HOURS:

Sunday Sept. 17th 5pm to 8pm

Monday Sept. 18th 10am to 5pm

Tuesday Sept. 19th 10am to 5pm

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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, 2023	
Exhibit Badges for exhibitors' staff	September 8, 2023	
Decorator / Logistics (Furnishings, shipping etc.)	September 8, 2023	

2. Show Service Providers List

CIM has appointed the following companies as **Official Service Contractors** for the 2023 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, TCU Place is the exclusive supplier of food and beverage.

CIM Sales Manager	CIM Exhibition: Sales Manager Nadia Bakka - nbakka@cim.org 514-939-2710 x 1360
Registration	CIM Conference & Registration Coordinator – Tala Sabbagha - tsabbagha@cim.org 514-939-2710 x 1320
Show Decorator Furnishings	Goodkey Show Services Calvin Goodkey – calvin@goodkey.com 780-426-2211 / 877-726-2211 www.goodkey.com

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 2023. 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:

Nadia Bakka

Sales Manager

Phone: (514) 939-2710, ext.1360

E-mail: nbakka@cim.org

TRADESHOW DATES / HOURS

Sunday, Sept. 17 5 pm to 8 pm

Monday, Sept. 18 10 am to 5 pm

Tuesday, Sept. 19 10 am to 5 pm

4. Exhibit Space Fees

Booth packages include 8x10 draped-in space, standard electrical service, 2 chairs and 1 table.

Booth price: \$3,000 plus 5% GST

Your fee includes two all-inclusive exhibitor passes, with access to the conference technical program sessions and the Convention Opening Plenary, 2 Drink tickets at the Welcome Reception (Sunday) and 2 Drink tickets at the Cocktail Receptions (Monday & Tuesday) and Lunches for both days (Monday & Tuesday).

Outdoor space: we will have heavy equipment in the parking lot across the street from TCU Place. The price is \$10 sq.ft., or you can have a complimentary space if you become a Gold or Platinum Sponsor. Please contact nbakka@cim.org for more details.

If you are considering an equipment display, please contact Nadia Bakka 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 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 complying 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 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 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 do 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 (exceeding 250lbs) must be approved by the Show Organizers. If you have questions concerning your display, please contact **Nadia Bakka**.

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:

Saturday,	Sept. 16, 2023:	12:00 – 18:00
Sunday,	Sept. 17, 2023:	8:00 – 14:00

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 the show closes.

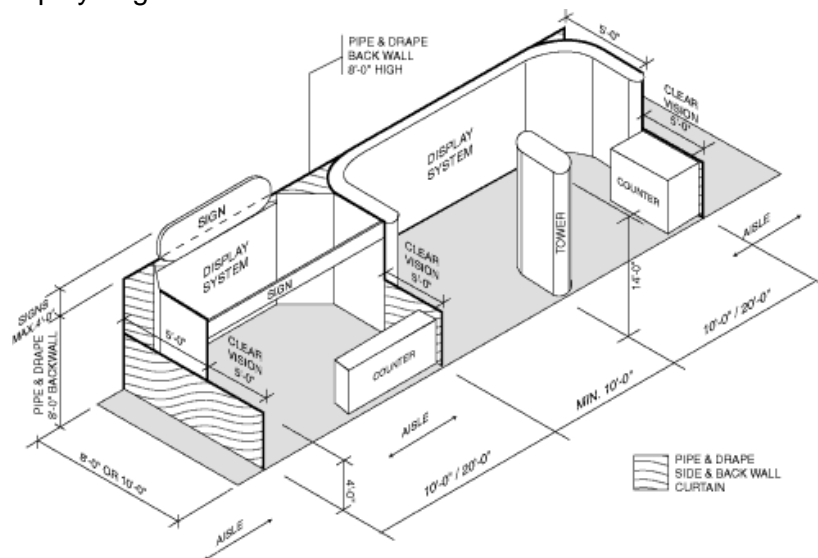
Move-out Waste

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

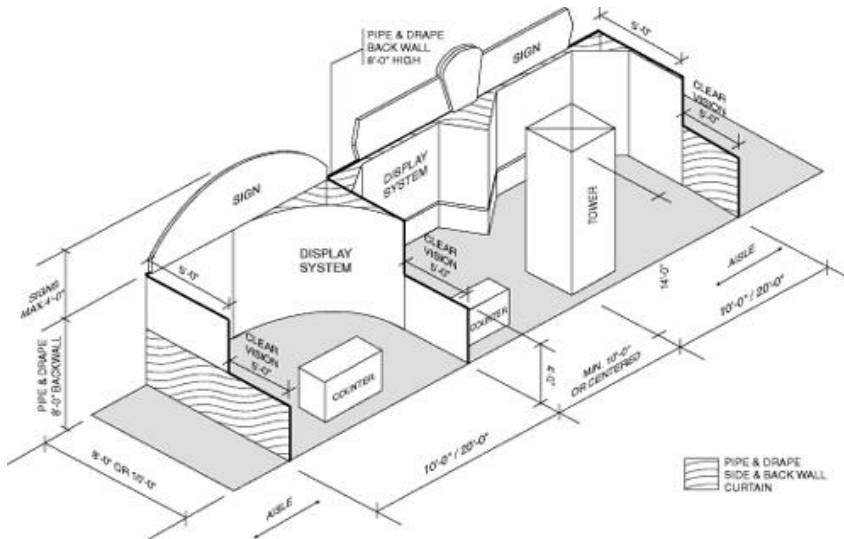
One or more standard units in a straight line, 8' (2.44 m) maximum in height. Exhibit fixtures and identification signs will be permitted to a maximum height of 12'0" (3.66 m). All display fixtures over 4'0" (1.22 m) in height and placed within 10 lineal feet (3.05 m) of an adjoining exhibit must be 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 linear 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 2023 Conference attendees:

Hilton Garden Inn Saskatoon Downtown

Queen: \$159.00

King: \$159.00

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

Tel.: (306) 244-2311 –

Fax: (306) 664-2234

Website: [Available Rooms - Hilton Garden Inn Saskatoon Downtown](#)

Holiday Inn Saskatoon Downtown

Deluxe two Queen Suite: \$164.99

Queen: 159.99

King: \$169.00

101 Pacific Avenue
Saskatoon, SK S7K 3X6

Tel: (306) 986-5000 -

Fax: (306) 986-5001

Email: hisaskatoon@prhotels.ca

The James Hotel

King Bed, River facing: \$239.00
Studio Suite: \$249.00
One Bedroom Suite, River facing: \$264.00
Premium One Bedroom Suite: \$279.00

620 Spadina Crescent E
Saskatoon, SK S7K 3T5

Tel: (306) 244- 6446 -
Fax: (306) 244-6642

Email: info@thejameshotel.ca
Website: thejameshotel.ca

Delta Hotels Bessborough

Standard Room : \$189.00

601 Spadina Crescent E
Saskatoon, SK S7K 3G8

Tel: (306) 244- 5521 -
Fax: (306) 665-7262

Website: DeltaBessborough

14. Registration

Exhibitor Badges

Online registration is available: [Registration – MEMO 2023 \(cim.org\)](http://Registration – MEMO 2023 (cim.org))

Badges will be available onsite at the Exhibitor Registration Desk.

Onsite Registration Dates and Hours:

Sunday, Sept. 17, 2023:	10:00 – 20:00
Monday, Sept. 18, 2023:	7:00 – 17:00
Tuesday, Sept 19, 2023:	7:00 – 14:00

15. Regulations

Degradation of the Premises

The exhibitors, by their own fault or their contractor's, will be held liable for any harm or damage 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 always be maintained free of obstruction, 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 trees 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 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 responsible to send a copy of his/or her Certificate of Liability Coverage to the organizer. A copy of this proof of insurance should always be available during the show. Exhibitors who cannot provide a copy of the insurance certificate on-site will be requested to complete and sign a waiver form.

Please send your insurance certificate to:

Nadia Bakka

Sales Manager

Email: nbakka@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, laptop 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. 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 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.