

CEN CAN EXPO

CENTRAL CANADA'S RESOURCES

SEPTEMBER
13-14, 2023

Fort William Gardens
Thunder Bay, ON

EXHIBITOR MANUAL

PLEASE READ CAREFULLY, FILL IN THE FORMS
AND FAX OR EMAIL THEM IN, PRIOR TO THE DEADLINES

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Send In Your Logo & Booth Description as soon as possible.

PLEASE SUBMIT A COPY OF YOUR CERTIFICATE OF LIABILITY INSURANCE AS SOON AS POSSIBLE. (DEADLINE DATE AUGUST 4, 2023)

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

- Registration
- Gala dinner
- Conferences
- Regulations
- Shipping
- Schedules
- Accommodations

If there are any questions or situations that are not covered, feel free to contact the Trade Show Group at:

Tel: 1-866-754-9334
705-264-2251
Fax: 705-264-4401

AUGUST



SEPTEMBER



HOST HOTEL



1 Valhalla Road Thunder Bay,
Ontario - P7E 6J1
<https://valhallahotel.ca>

All networking activities to take place at the Valhalla Inn.

For reservations click [here](#):

For any issues use the below to contact front desk:

Local phone: (807) 577 1121 Ext.: 2100

Booking Code: CEN CAN Expo 2023

Reservation number #1126320

Due to limited space, we are encouraging you to reserve your rooms now.

OVERFLOW ACCOMMODATIONS



Rooms must be reserved
by Aug 1st

760 Arthur Street
West Thunder Bay,
Ontario P7E 5R9
Phone: +1 807-577-5000

[VISIT WEBSITE](#)



The rate of \$135.00+tx/nightly
for this room block.
Mention CEN CAN EXPO when
booking by phone. For online
reservations the **discount code**
can be used: **CENX**

17 Cumberland St N,
48 435185, -89,
Thunder Bay, ON
Phone: +1 800-267-2675

[VISIT WEBSITE](#)



Rooms **MUST** be booked before
Friday, Aug 11. Mention CEN CAN
Expo when booking to get
the best rate.

Group Name: Cencan Expo
Group Number: KP44W0

Comfort Inn Thunder Bay
660 W. Arthur St.,
Thunder Bay, Ontario P7E5R8
Phone: +1 807-475-3155

[VISIT WEBSITE](#)

When shipping display material please state on bill of lading the exhibit booth number and the correct centre.

Exhibitors in: **Shipping Address:** **LABEL**
Arena 1 **Fort William Gardens**
 901 Miles St E, Thunder Bay, ON
 P7C 1J9

Company Name: _____
 On Site Contact #: _____
 Booth Location #: _____

Exhibitors in: **Shipping Address:** **LABEL**
Arena 2 **Fort William Gardens**
 901 Miles St E, Thunder Bay, ON
 P7C 1J9

Company Name: _____
 On Site Contact #: _____
 Booth Location #: _____

Exhibitors in: **Shipping Address:** **LABEL**
Outdoor **Fort William Gardens**
 901 Miles St E, Thunder Bay, ON
 P7C 1J9

Company Name: _____
 On Site Contact #: _____
 Booth Location #: _____

SHIPMENT NOTE

Each exhibitor is responsible for arranging shipment before and after the event, including notifying courier of pick up no later than 12:00 pm Friday, September 15, 2023.

FORKLIFT NOTE

If forklift is necessary, please fill the form provided on page 9 of the manual and fax or email the form in to the office.

SHOW SETUP TIMES

- **Outdoor exhibitors** must set up on **Monday, September 11, between 8:00am - 9:00pm.**
- **Indoor exhibitors** must setup on **Tuesday, September 12, between 8:00am and 9:00pm.**
- Exhibitors wanting to setup prior or after this date must have written permission from the trade show manager.
Toll Free: 866-754-9334 or 705-264-2251.

Please Note: There is absolutely no move out before 3:00pm on September 14, 2023 or there will be a \$1,000.00 early move out charge billed to the company.

SHOW TIMES

Exhibitor Name Badges will be placed in exhibitors booth on **Tuesday September 12, 2023.**

Trade Show

- Wednesday, September 13, 2023 10:00 a.m. - 5:00 p.m.
- Thursday, September 14, 2023 9:00 a.m. - 3:00 p.m.

For special arrangements call show coordinator at **705-264-2251, 866-754-9334**

Company Info

Name of the Company _____
 Name of the Contact Person _____
 Address _____ City _____
 Province / State _____ Postal / Zip Code _____
Physical tickets will be mailed to the address above
 Telephone _____
 Email _____
 No. of tickets required

Please include the name of each ticket holder as well as an email address

1 Name _____
 email _____
 2 Name _____
 email _____
 3 Name _____
 email _____
 4 Name _____
 email _____
 5 Name _____
 email _____
 6 Name _____
 email _____
 7 Name _____
 email _____
 8 Name _____
 email _____
 9 Name _____
 email _____
 10 Name _____
 email _____

Tuesday, September 12

6:00-11:00pm
 6:00-7:00 Cocktail Hour

Valhalla Hotel & Conference Centre
 1 Valhalla Inn Road, Thunder Bay

Limited Seating. Tickets \$125+HST
All profits go towards scholarships for students pursuing mining careers



The Gala Dinner is an excellent beginning to a concentrated environment of networking. Guest speakers consist of top mining, forestry, and energy companies from Northwestern Ontario. Individual tickets and group tables of 10 are available for exhibitors & delegates on a first come first serve basis. Limited seating available. Call to reserve your tickets. Toll Free 866-754-9334. Pre-payment is required.



Wine Sponsor:
IMDEX™

Hors d'oeuvres Sponsor:

Payable to Canadian Trade-Ex

Sub Total HST TOTAL

Card # _____ Exp Date ___/___/___

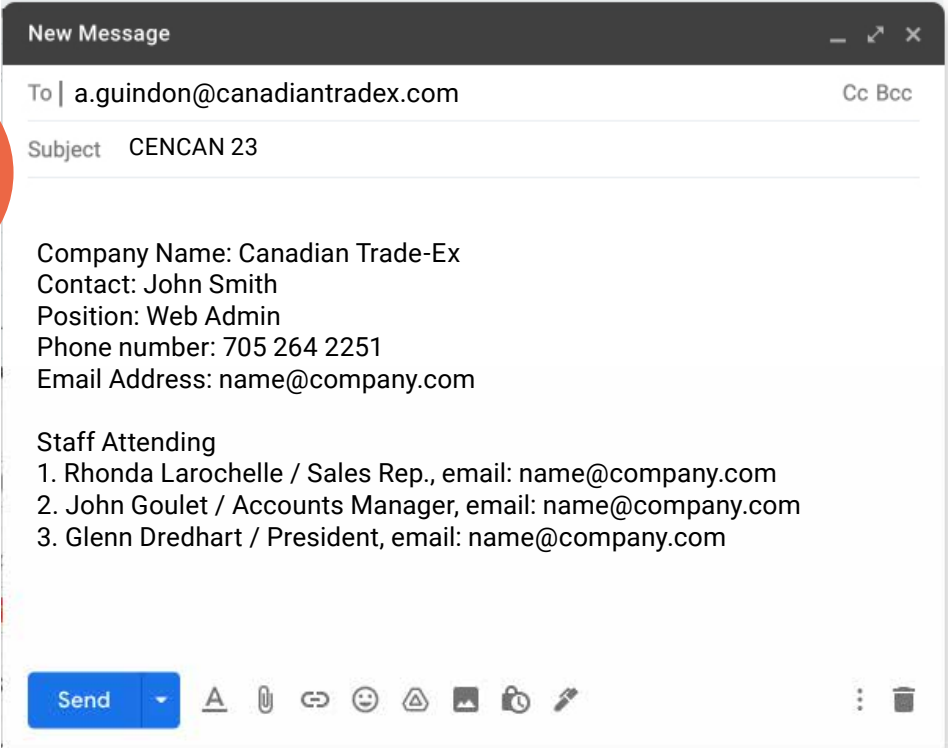
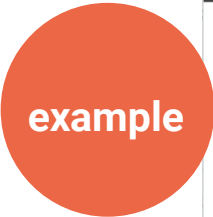
Cardholder _____ Date ___/___/___ Signature _____

Please submit personnel registration via email to a.guindon@canadiantradex.com no later than Friday, August 4, 2023

Submitting this information on time will ensure your company receives **personnel badges**.

- 1. Email to a.guindon@canadiantradex.com
- 2. Type **CEN-CAN 23** as the subject of the email
- 3. Type your company name, contact, position, phone & e-mail
- 4. Then type the name, title and email of each person attending the show. Please number each individual person.

**Submit before
Friday, August 4,
2023**



REGULATIONS

- Each exhibitor is responsible for arranging shipment before and after the event, including notifying courier of pick up no later than 12:00pm, September 15, 2023
- **Each exhibitor with a BBQ or a tent larger than 10'x10' is responsible for having a 5lb fire extinguisher present in their booth.**
- All materials used in construction and decoration of an exhibit must be flame retardant.
- All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles.
- All fire hose box fire 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 off 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.
- CT-EX Canadian Trade-Ex assumes no responsibility or liability to personal injuries or damage due to any act of God. (i.e. Persons, Tents, Signs, Outdoor equipment)
- Flammable or combustible liquids are prohibited inside of building except approved by 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 or staff.**
- **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.**
- **Please note: There is absolutely no move out before 3:00pm September 14, 2023, or there will be a \$1,000.00 early move out charge billed to the company.**
- Booths must be staffed 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. Show management is not responsible for damage, loss or liability during move in, move out or show hours. Please submit a copy of your certificate of insurance as soon as possible.**
- Municipal codes and fire regulations must be adhered to.
- **Please Note: There is absolutely no Alcohol at any Exhibitor's locations!**

Please complete the form and fax or mail it to:

705-264-4401

info@canadiantradex.com

I understand the conditions and regulations and I agree to abide them.

Certificate of insurance submitted

Please email certificate of Liability Insurance showing Canadian Trade-Ex Cen-Can Expo as an additional Insured September 11-15, 2023, Thunder Bay.

"Force Majeure." If the event hosts, 1099337 Ontario Limited, O/A Canadian Trade-Ex or the Canadian Mining Expo is delayed or prevented from performing any act or service required of it hereunder, and such delay or prevention is caused by disruption in utilities, construction actives, strikes, labor disputes, campus closures or restrictions, including boycotts, Acts of God, contagious infections (including but not limited to COVID-19), government restrictions, judicial orders, fire, or other casualty, civil commotion, or causes beyond its reasonable control, the Client agrees and accepts that it will save harmless 1099337 Ontario Limited, O/A Canadian Trade-Ex or the Canadian Mining Expo from any liability, financial or otherwise.

Exhibitors Company Name:

Date: ____/____/____

Signature:

Each exhibitor is entitled to having their logo with a link to their website on the www.cencanexpo.ca website, & a 20-30 word booth description. The booth description will also be in the official show guide directory. No More than 20-30 words used to describe the equipment or services on display at the show. Additional words will be billed.

➤ **Submit Company Info, Logo, & Booth Description By Email**

- Mail to a.guindon@canadiantradex.com (web admin)
- Type your company name & booth location
- Attach your company logo (.ai, .eps, .pdf, .jpg, .png)
- Type CENCAN 2023 in subject area.
- Type your 20-30 word booth description.

➤ **To view your current listing, please visit website:**

www.cencanexpo.ca

When going to the site, click on **Exhibitors List** on the top menu bar and browse down until your company name appears. You will find the current description listed.

➤ **Please email any revisions to:** a.guindon@canadiantradex.com

**Please
Have Your
Listing In
ASAP**

Canadian Trade-Ex has hosted expos in Ontario for the past twenty years, and take pride in hosting the LARGEST events in Northern Ontario.

Pre-Registration Form • Deadline August 22, 2023

COMPANY INFO

Name of Company _____

Name of contact person _____

Name of on-site representative _____

Address _____ City _____

Province/State _____ Postal/Zip Code _____

Telephone _____ Fax _____

e-mail _____

PAYMENT INFORMATION

SUB TOTAL:

HST # 89895 6578 RT0001:

TOTAL:

Payable to Canadian Trade-Ex

VISA MASTERCARD

Card Number: _____

EXHIBIT LOCATION

Outside Display Space Exhibit Number : _____

Inside Display Space Exhibit Number : _____

Pavilion Display Space Exhibit Number : _____

Expiration Date: ____/ ____/ ____

Cardholder : _____

Applicant (person): _____

HYDRO - Pre-order your electrical

Indoor **Outdoor**

15 AMP / \$ 100.00 Call for a quote.

Position: _____

Applicant's Signature: _____

FORKLIFT - max weight 5000 lbs, max height 9ft, max width 9ft

1 Hour **2 Hours** **3 Hours**

\$ 100.00 \$ 175.00 \$ 250.00

Agent's Name: _____

Agent's Signature: _____

CONTACT YOUR AGENT
Canada Toll Free: 1-866-754-9334 • USA: 1-705-264-2251
e-mail: info@canadiantradex.com
Phone: 705-264-2251 • Fax: 705-264-4401

Date: ____/ ____/ ____

Company: _____
Street: _____
City: _____ Province/State: _____ Postal/Zip: _____
Phone: _____ Fax: _____
Contact: _____ Booth: _____
Email address for receipt: _____

Visa Mastercard Cheque

Card Holder Name: _____
Card Number: _____
Expiry: M _____ Y _____
Signature: _____

ORDERS MUST BE PREPAID 5 BUSINESS DAYS prior to show date to receive pre-show price.

DESCRIPTION	1 Day Use	2nd Day Use	Quantity	Total
		1/2 Price Day Rate		
Lighting				
LED Up-Lighting	\$25.30	\$12.65		
String Lights (Café Style 100')	\$34.50	-		
68" LED Column	\$40.25	\$20.13		
44" LED Column	\$34.50	\$17.25		
20" LED Sphere	\$23.00	\$11.50		
16" LED Sphere	\$17.25	\$8.63		
LED Cube	\$17.25	\$8.63		
Large Light Up Sign	\$23.00	\$11.50		
Medium Light Up Sign	\$17.25	\$8.63		
Small Light Up Sign	\$11.50	\$5.75		
Furniture				
Table 6' *In addition to booth table	\$16.68	-		
Table 8' *In addition to booth table	\$16.68	-		
Banquet Table Linen Black	\$20.70	-		
Banquet Table Linen White	\$20.70	-		
Black Padded Wimbledon Chair	\$8.63	-		
White Padded Wimbledon Chair	\$8.63	-		
Gold Chiavari Chair	\$11.50	-		
White Chiavari Chair	\$11.50	-		
Cocktail Table	\$21.28	-		
Cocktail Table Linen Black	\$20.70	-		
Cocktail Table Linen White	\$20.70	-		
LED Bar (large)	\$287.50	\$143.75		
LED Bar (small)	\$230.00	\$115.00		
LED Podium	\$92.00	\$46.00		
Bar Stool	\$9.20	-		
Outdoor/Indoor Couch	\$115.00	\$57.50		
Outdoor/Indoor Chair	\$92.00	\$46.00		
Outdoor/Indoor Coffee Table	\$92.00	\$46.00		
Soft Semi-circle Couch	\$172.50	\$86.25		
Soft Circle Ottoman	\$57.50	\$28.75		
Soft Pentagon Ottoman	\$57.50	\$28.75		
Pipe & Drape (8' x 10')	\$57.50	-		
8' x 10' Booth Carpet (grey)	\$103.50	-		
8' x 10' Booth Carpet Underlay	\$55.20	-		
Tents				
Pop-up Tent (10' x 10') *no set up	\$172.50	\$86.25		
Pop-up Tent (10' x 20') *no set up	\$287.50	\$143.75		

DESCRIPTION	1 Day Use	2nd Day Use	Quantity	Total
		1/2 Price Day Rate		
Accessories				
17" Green Floral Ball	\$40.25	-		
13" Green Floral Ball	\$28.75	-		
Boxwood Greenery Wall	\$230.00	-		
Champagne Wall	\$345.00	\$172.50		
Large White Wood easel	\$17.25	-		
Large Stained Wood Easel	\$17.25	-		
Medium Stained Wood Easel	\$11.50	-		
Medium White Wood Easel	\$11.50	-		
Small White Wood Easel	\$5.75	-		
Small Stained Wood Easel	\$5.75	-		
Fish Bowl	\$4.60	-		
Large Draw Barrel	\$28.75	-		
Gold Draw Barrel	\$28.75	-		
White and Red Megaphone	\$28.75	-		
Wine Barrel	\$57.50	-		
Electrical				
4-6kW Generator	\$71.30	\$35.65		
Extension Cord (50')	\$11.50	-		
Extension Cord (100')	\$17.25	-		
Ground Wire Covers	\$5.75	-		
Electric Space Heater	\$28.75	\$14.38		
Gemini Bluetooth Speaker	\$46.00	\$23.00		
42" Flatscreen TV	\$258.75	\$129.38		
TV Stand on Wheels	\$63.25	\$31.63		
Fun & Games				
Corn Hole	\$115.00	\$57.50		
Large Game Spinning Wheel	\$69.00	\$34.50		
Medium Game Spinning Wheel	\$69.00	\$34.50		
Yardzee	\$28.75	\$14.38		
Popcorn Machine	\$69.00	\$34.50		
Popcorn Packets	\$2.30	-		
Popcorn Bags	\$0.29	-		

For more information on these products or to see our complete selection please visit us at www.tentsandevents.ca or www.equipworld.com/tool_rentals, or call us at 807.623.7469.

*Items may have limited availability and will be rented on a first come, first served basis. Any additional rental requests while on site may not be able to be accommodated and will be subject to a 25% increase on the above listed prices.

ORDER MUST BE RECEIVED BY AUGUST 11th 2023, SOME ITEMS MAY HAVE LIMITED AVAILABILITY AND ARE FIRST COME FIRST SERVED.

Authorizing Signature: _____

Subtotal: _____

HST (13%): _____

*Funds are in Canadian dollars.

Total: _____