



5675 McLaughlin Road,
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To All Exhibitors;

We are pleased to announce that GES CANADA in partnership with Canadian Heavy Lift Service/MATCOM will be the exclusive supplier of Rigging and Machinery Installation Services to the 2009 Canadian Manufacturing Technology Show. As the specialized material handlers for CMTS in Toronto Ontario, we have prepared the following package of information and order forms for our services. Please review and complete the enclosed information accurately as we want to ensure that your move in and out runs as smoothly and efficiently as possible.

All work done at the show is based on the hourly rates (rates included in kit) and all payments are due before in advance of the show. Move out costs will be calculated at a ratio of 80% of the move in costs.

In order to avoid delays in processing of both incoming and outgoing equipment it is imperative that your method of payment be in our files prior to the start of the show.

We look forward to working with you, and wish you all great success at the 2009 Canadian Manufacturing Technology Show.

Yours truly,

GES CANADA

Canadian Heavy Lift Service

MATCOM



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HEAVY MACHINERY HANDLING SUGGESTIONS FOR A SMOOTH/COST EFFECTIVE SHOW

Please ensure that your staff and technicians responsible for loading or for preparing the booth at the show have been given a copy of this list. If you follow the basic rules provided, the experience should be a good one and your costs will be kept to a minimum.

- 1) Loading Please ensure your trucks are loaded friendly for removal.
IE: On at least 4 – 6” blocking, fork pockets turned to side of trailer bed.
*(Boom lifts take more time than forks)
- 2) Special Rigging Please ensure any special rigging that makes the installation of your equipment easier has been shipped with your equipment and that the technicians are aware.
(ie: Spreaders)
- 3) Skidding & Boxes Skidding and Boxes require additional work to remove.
Either leave skidding on equipment or reduce their use.
BOXES & SKIDDING MUST BE KEPT OUT OF THE AISLES.
- 4) Labelling Be sure all additional components that you will want stored away from your booth (ie: skids, containers, boxes etc.) are clearly labelled to avoid delays in finding them. Please label clearly with Large Print the company name and booth number.
- 5) Final Placement Take the time to be sure of the exact final location of your machinery, **BEFORE WE ARRIVE.** Relocating machinery is costly.
- 6) Authority Please instruct the person in charge during installation that they have your authority and that they will be signing for the work performed in that booth. Maintain all copies of TIME SHEETS so that you have a record for your company.
- 7) Planning Plan your work prior to our arrival to minimize the amount of wasted time due to decision making. This will also minimize the number of return visits.
- 8) Organize Organize your truckloads to match your booth expectations.
Good organization at home will be more cost effective than trying to organize at the show.
- 9) Credit Cards Be sure you have completed the credit card section of our Heavy Machinery Handling order form. This helps to eliminate any on-site delays relating to payment.
- 10) Payments All payments will be required on Credit Card or Certified Cheque prior to the reloading of any equipment.

Your cooperation on these matters is necessary, and for your own benefit.