



1531 Creditstone Road, Vaughan, Ontario L4K 5V6
Tel: (416) 667 0463 (905) 669 5474 Fax (905) 669 5563

**Woodworking Machinery & Supply Expo '2009
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, and have your representative follow the pieces to their storage location.
- 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 registered all required Credit Card Information with Matcom prior to the show.

Be sure to have your Credit Line of your card cleared prior to the show to avoid frustrating delays.

- 10) Payments All payments will be required on Credit Card or Certified Cheque prior to the re-loading of any equipment.

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

We trust your machinery handling experience will be a good one and hope your sales efforts will be successful this year at the Woodworking Machinery & Supply Expo '2009 and we look forward to seeing you there.

Regards
CANADIAN HEAVY LIFT SERVICES INC.

Scott D. Stobo P. Eng.
President



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1 – 888 – 2MATCOM 1 – 888 – MATCOMF

Woodworking Machinery & Supply Expo '2009

To All Exhibitors;

We are pleased to announce that **Matcom Industrial Installations Inc.** will be the exclusive supplier of Rigging and Machinery Installation Services to **Canadian Heavy Lift Services Inc.** for the upcoming **Woodworking Machinery & Supply Expo '2009** show. With over 30 years in business and a level of experience that is top in the industry Matcom will provide all your machinery installation requirements.

We look forward to ensuring an effective show installation for you through our partnership with Canadian Heavy Lift Services Inc.

We wish you all great success at the Woodworking Machinery & Supply Expo '2009.

Yours truly,
MATCOM INDUSTRIAL INSTALLATIONS INC.

S. D. Stobo
President



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Woodworking Machinery & Supply Expo '2009

To All Exhibitors:

As the specialized material handlers for the Woodworking Machinery & Supply Expo '2009 in Toronto, Ontario, Canadian Heavy Lift Services Inc wants 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 the move out of the show. Move out costs will be calculated at 100% 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. Please complete the attached form and return it by fax to 905 – 669 – 5563.

Remember, with your credit card information on file you can avoid lengthy delays on move in and move out.

Thank you in advance for your cooperation.

Yours truly,
CANADIAN HEAVY LIFT SERVICES INC.

Dean Catherwood
Controller



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PLEASE RETAIN A COPY OF THIS COMPLETED FORM FOR YOUR RECORDS

MATERIALS HANDLING PAYMENT FORM

Payment for materials handling is to be by way of pre-authorized credit card or pre-payment.

COMPANY NAME: _____

CARDHOLDER'S PHONE # _____

CARDHOLDER'S NAME: _____

ACCOUNT NO.: _____

AUTHORIZED SIGNATURE: _____

EXPIRY DATE: _____

VISA: _____ **AMERICAN EXPRESS:** _____ **MASTERCARD:** _____ **PREPAYMENT:** _____

Prepayment amounts will be based on booth area and weights of registered machinery, which must be received prior to move in.

Purchase Orders do not qualify as payment.
All rates (as per the attached rate schedule) are subject to 6% GST.
Our GST Registration Number is R103558979

Please return this form no later than Sept 1, 2009



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Woodworking Machinery & Supply Expo '2009

Labour and Equipment

Labour

	<u>Regular Time</u>	<u>Overtime</u>
- Foreman (with tools)	\$85.00/per hour/per man	\$135.00/per hour/per man
- Rigger, Millwright	\$75.00/per hour/per man	\$125.00/per hour/per man

Forklift with Operator

- up to 15,000 pound capacity	\$110.00/per hour	\$160.00/per hour
- over 15,000 pound, up to 35,000 pound capacity	\$180.00/per hour	\$230.00/per hour
- over 35,000 pound, up to 80,000 pound capacity	\$250.00/per hour	\$250.00/per hour
- over 80,000 pound capacity	By arrangement only	

Notes

- 1) All work will be performed with a minimum of a two-man crew, consisting of a forklift operator and foreman rigger.
 To maintain a "Safety First" environment, heavy lifts (requiring forklift capacity in excess of 35,000 pounds), complex lifts and any lift requiring more than one forklift, will require additional manpower for a safe operation.
 Additional manpower will be assigned at the discretion of Canadian Heavy Lift Services Inc.
- 2) **All Crews** – One-hour minimum will apply.
- 3) **Move out** – Costs will be calculated at 100% of move in costs, and are due and payable in full, prior to Move Out. All Exhibitors are required to have credit card information on file before any work will be performed. See form in this section of the Exhibitor's Manual.
 While it is recognized that Move Out may be completed in less time than Move In time, the rate charged is a blended system rate designed to treat all exhibitors fairly, regardless of Move In or Move Out day, overtime, delays, downtime, mobilization, demobilization or intangibles.



MOVE - IN HEAVY EQUIPMENT REGISTER

DEADLINE: Sept 1, 2009

LIST ONLY INDIVIDUAL PIECES OF EQUIPMENT WEIGHING OVER 5,000 LBS.

Machine Type	Weight	Height	Base		Crated		Skidded		Pre-Rigged	Special Instructions	Date/Time In (for office use only)	
			Length (ft)	Width (ft)	Yes	No	Yes	No				
Company										Contact:		
Address										Phone:		
Postal/Zip Code:										Fax:		
Booth Number (s):												

PLEASE FAX COMPLETED FORM TO CANADIAN HEAVY LIFT SERVICES INC. (ATTENTION: GERALD SEARLES)

FAX NUMBER: (905) 669 - 5563

MOVE IN TIME WILL BE ALLOTTED ONLY WHEN COMPLETED FORM IS RECEIVED AT CANADIAN HEAVY LIFT'S OFFICE
RETAIN A COPY OF COMPLETED FORMS FOR YOUR RECORDS