



2026 ISSA Mining Safety Conference

Saskatoon, Canada. September 22-24.

Prairieland: 503 Ruth Street West, Saskatoon, SK S7K 4E4

Exhibitor Manual

TRADE SHOW HOURS:

Tuesday Sept. 22 5pm to 7pm

Wednesday Sept. 23 10am to 5pm

Thursday Sept. 24 10am to 5pm

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1. Purchase Order Checklist

Please use this checklist to ensure you have arranged or ordered all essential products and services before the required deadlines.

PRODUCTS/SERVICES TO ORDER	DEADLINE
Hotel Reservation	As soon as possible
Exhibit Badges for exhibitors' staff	As soon as possible
Sign/Banner Installation *	September 8, 2026
Additional Electrical Service *	September 8, 2026
Additional Internet Service *	September 8, 2026
Audio Video Rentals *	September 8, 2026
Water Hook up *	September 8, 2026
Furniture	September 8, 2026
Material Handling	September 8, 2026

* **AFTER THE DEADLINE:** A 25% surcharge will apply. A 25% cancellation fee will be charged for orders that are received and subsequently cancelled. If the service has already been provided, 100% of the original order amount will be charged.

Material handling services can be ordered directly through the Exhibitor Kit. If you need materials, displays, or freight delivered to the show, please arrange for them to be shipped to our designated warehouse.

As a benefit to exhibitors, material handling for shipments weighing up to 100 lbs is included at no additional charge. Shipments exceeding 100 lbs will be subject to a material handling charge of \$140 per additional 100 lbs. Please refer to the Exhibitor Kit for complete shipping instructions and material handling order details.

2. Show Service Providers List

CIM has appointed the following companies as **Official Service Contractors** for ISSA. 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, Prairieland is the exclusive supplier of food and beverages.

CIM Sales Manager	CIM Exhibition: Sales Manager Nadia Bakka - nbakka@cim.org 514-939-2710 x 1360
Registration	CIM Registration Coordinator – Jessica Galindo - jgalindo@cim.org 514-939-2710 x 1007
HandyMan Rentals	Eruzen Pereira 306-933-2727 eruzenp@sohandy.com
Prairieland	Monica Horn 306-683-8819 mhorn@prairielandpark.com

3. Event Promoter

The 2026 ISSA Mining Safety Conference is powered by the Canadian Institute of Mining, Metallurgy & Petroleum (CIM) and supported by a coalition of leaders in health, safety, and mining excellence, including the CIM Health & Safety Society (HSS), ISSA Mining, the Saskatchewan Mining Association (SMA), and WCB & WorkSafe Saskatchewan.

For more information, contact:

Nadia Bakka

Sales Manager

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

E-mail: nbakka@cim.org

4. Venue

Prairieland Main entrance: 503 Ruth Street West, Saskatoon, SK S7K 4E4 (Hall B)

Freight entrance: Overhead door #9



5. Exhibit Space Fees

Booth price: **\$2,500 CAD + 5% GST**

Each booth package includes:

- 10×10 draped-in space
- 2 chairs
- 1 draped table
- Standard electrical service
- One all-inclusive conference pass

Additional staff passes are available:

- 1st staff: Complimentary with booth
- 2nd staff: \$250 exhibitor rate
- 3rd staff and beyond: Delegate rate applies

All prices are in Canadian funds. Taxes (GST 5% and PST 6%) are extra for staff registration.

6. Insurance Requirements

All exhibitors must take out an insurance policy with a minimum liability coverage of \$1,000,000 CAD for the duration of the event, including move-in and move-out periods.

The Certificate of Insurance must:

- Name the Canadian Institute of Mining, Metallurgy and Petroleum (CIM) as Certificate Holder | 1040-3500 de Maisonneuve Boulevard W., Westmount, QC H3Z 3C1;
- Include coverage for third-party damage and theft of property and equipment.

To obtain this COI simply contact your company insurance broker and ask for

Umbrella Coverage for \$1M in General Liability (as above) covering the dates of the event. Exhibitors should retain a copy of their certificate on-site throughout the event.

Please send your insurance certificate to:

Nadia Bakka

Sales Manager

Email: nbakka@cim.org

7. Move-In / Booth set-up schedule

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

Move-In Schedule:

- Monday Sep 21, 2026: 12:00 – 17:00
- Tuesday Sep 22, 2026: 08:00 – 16:00

The hall is equipped with a 14 ft x 17 ft overhead door (Door #9) for all exhibitor deliveries and move-in access. Please ensure that all shipments are clearly labeled with both the show name and “Door #9” to facilitate proper routing and timely delivery within the venue.

Exhibitors’ employees are prohibited from driving forklifts. For safety purposes only the official contractor is permitted to do such work. The venue will be providing carts for the exhibitors to use.

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.

8. Outbound Operations’ Instructions

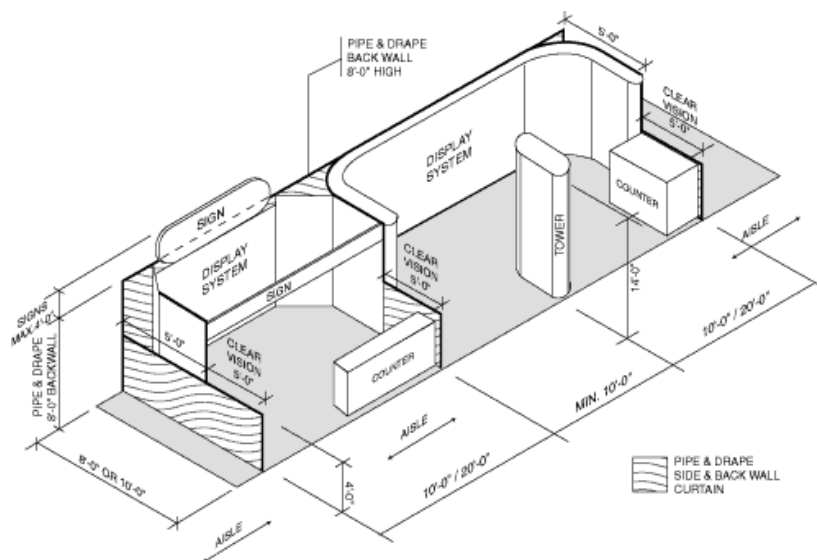
Exhibits must remain fully staffed and operational until the official close of the show. Early dismantling or removal of exhibits is not permitted.

Following show closure, exhibitors should begin dismantling and packing their booths immediately and are encouraged to remain with their exhibit materials throughout move-out operations.

9. Display Guidelines

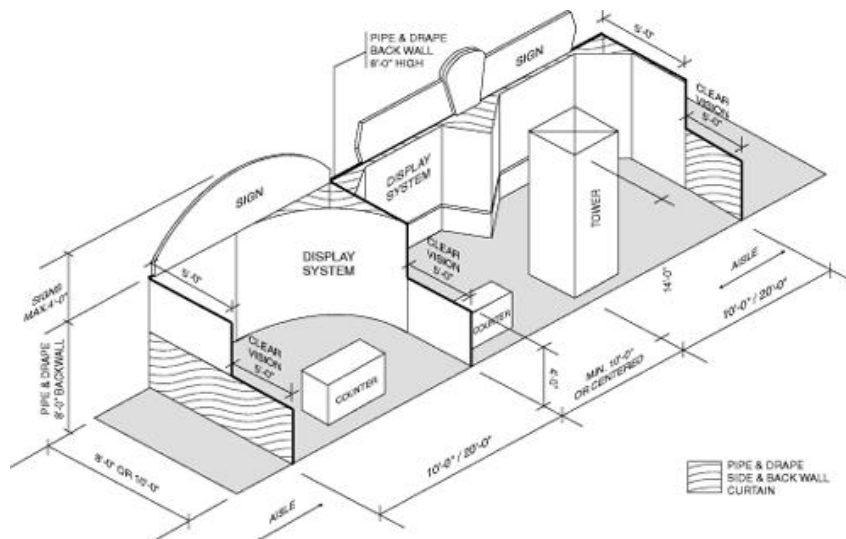
TYPE "A" - STANDARD IN-LINE BOOTHS

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.



10. Accommodations

Preferred room rates have been secured for our conference attendees. Book early for best rates and availability! **A shuttle service will be provided between Prairieland and the hotels we are offering for ISSA 2026.**

- All room rates are in Canadian dollars and are subject to applicable taxes: 5% Goods and Services Tax (GST), 6% Provincial Sales Tax (PST) and 4% Destination Management Fund (DMF). An Eco Fee of \$2.00 per room, per night, may be assessed by the hotels as well.
- Rates are per room, per night and are valid for single or double occupancy, unless otherwise stated.
- Complimentary Wi-Fi is offered in guest rooms at all hotel properties
- A credit card will be required at the time of reservation to guarantee the reservation.

[Hotel Accommodation - ISSA Mining Safety Conference](#)

11. Registration

Badges will be available onsite at the Registration Desk.

Tuesday Sept. 22: 1pm to 7pm

Wednesday Sept. 23: 7.30am to 5pm

Thursday Sept. 24: 7.30am to 2pm

Attendee/Exhibitor Registration Includes:

- Access to the technical program
- Access to the Exhibit Hall
- Welcome Reception on Tuesday at 5pm
- 2 light breakfasts
- 2 luncheons & coffee breaks

Schedule at a glance - ISSA Mining Safety Conference

Trade Show Attendance

Children and teenagers are permitted to visit the trade exhibition if they are escorted by their parents, teachers, or tutors. Exhibition attendance costs \$20.

Conference delegates have free access to all trade exhibition activities.

12. Exhibitor Policies & Guidelines

Booth Compliance

All booths will be inspected before the show opens. Failure to comply with event regulations may result in corrective action, expulsion from the show, forfeiture of fees, and/or exclusion from future events.

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.

Fire Protection and Obstructions

Access to fire extinguishers, fire cabinets, and emergency exits must remain unobstructed at all times, including during setup and dismantling. Fire protection equipment may not be moved, removed, or rendered inaccessible under any circumstances.

All materials such as curtains, drapes, carpeting, and decorations must be non-combustible or flame-retardant. Flammable substances, open flames, pyrotechnics, and dry vegetation are prohibited; live trees are allowed only if properly maintained. Nothing may be attached to or obstruct sprinkler systems.

Exits, aisles, signage, and all fire safety equipment must remain clearly visible and accessible. Exhibitors are responsible for maintaining access to equipment within their booth and providing signage if needed. The Fire and Safety Officer may impose additional restrictions or require modifications, and non-compliance may result in removal or eviction.

Booth Displays & Signage

- Lighted signs are permitted but may not flash, rotate, or project.
- Excessive noise, odors, distracting lighting, or activities that interfere with neighboring booths are not permitted.

- Demonstration areas must be safely managed and contained within the booth.
- Security & Liability
- 24-hour perimeter security will be provided; however, exhibitors are responsible for securing their own equipment and valuables.
- CIM and Prairieland are not liable for loss, theft, damage, or delays beyond their control.
- All incidents should be reported immediately to security and show management.
- Sales & Promotional Activities
- All sales, solicitation, surveys, product demonstrations, and promotional material distribution must occur within your assigned booth space.
- Solicitation in aisles, entrances, concourses, or elsewhere on the property is prohibited.
- Storage & Sustainability
- Storage of packing materials behind booth drapes is prohibited.
- Limited quantities of literature and supplies may be stored within the booth if they do not create safety concerns.
- To reduce costs and environmental impact, bring only the quantity of brochures and printed materials you expect to use.
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Accessibility

Exhibitors must comply with applicable Canadian accessibility requirements and are encouraged to ensure their booths are accessible to all attendees.

Management Rights

Event Management reserves the right to:

- Remove or prohibit displays that are unsafe, offensive, disruptive, or detrimental to the event's reputation.
- Enforce the Good Neighbor Policy and restrict activities that interfere with nearby exhibitors.
- Prohibit distracting signage, lighting, sound, or promotional stunts.
- Relocate or renumber exhibit spaces if necessary.

Property Damage

Exhibitors are responsible for any damage caused to the venue by their staff, contractors, or equipment during move-in, show hours, or move-out.