



SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10'x10' booth includes an 8' high black draped back wall, 3' high black draped side walls, one 6' skirted table, two chairs and one grey booth carpet.

Note: Our office will be closed February 20, 2017 for Ontario Family Day, April 14, 2017 for Good Friday and May 22, 2017 for Victoria Day.

EXHIBIT HALL CARPET

Each booth will be carpeted in grey and the aisles will be carpeted in Tuxedo. To enhance the appearance of your booth, Prestige rental carpet is available through Freeman. Our deadline date for ordering Prestige carpet is **May 12, 2017**. **All Prestige carpet orders received after April 21, 2017 will be at the standard rates. Please refer to the Carpet Order Form in the service manual.**

DISCOUNT PRICE DEADLINE DATE

Take advantage of a 30% discount by ordering online at www.freemanco.com/store by **May 8, 2017**. Freeman cannot guarantee pricing and availability of the Specialty Furnishing items noted with the symbol (+) on the Furnishing Order Form after this deadline.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online by **May 8, 2017**.

Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

To place online orders you will be required to enter your unique username and password. To access FreemanOnline for **CANSEC** go to: <http://www.freemanco.com/store/show/showInformation.jsp?showID=433257&nav=02>. Click on the "Login" link in the top right corner to proceed.

If this is your first time using Freeman Online® click on the "Create an Account" link in the top right corner. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with FreemanOnline please call our Customer Support Centre toll free at (888) 508-5054 for Canada & U.S. exhibitors or (512) 982-4186 for local and International exhibitors.

EXHIBIT HOURS

Wednesday, May 31, 2017	9:00am - 5:00pm
Thursday, June 1, 2017	9:00am - 4:00pm

FREEMAN SERVICE CENTRE HOURS

We will have staff available at show site at the Freeman Exhibitor Service Centre as follows:

Sunday, May 28, 2017	9:00am - 5:00pm
Monday, May 29, 2017	8:00am - 5:00pm
Tuesday, May 30, 2017	7:00am - 9:00pm
Wednesday, May 31, 2017	7:00am - 6:00pm
Thursday, June 1, 2017	8:00am - 11:00pm
Friday, June 2, 2017	7:00am - 5:00pm

SERVICE CONTRACTOR CONTACTS/INFORMATION

FREEMAN

940 Belfast Road
Ottawa, Ontario K1G 4A2
Phone: Nicky Laframboise (613) 748-7180 ext. 240
Fax: (613) 748-5977
Email: FreemanOttawaES@freemanco.com

FREEMAN TRANSPORTATION/CUSTOMS

Phone Toll Free (U.S. & Canadian Exhibitors): (877) 478-1113
Phone (Int'l/Overseas Exhibitors): Country Code: (905) 951-5476
Fax: (905) 951-3145
Email: jmakos@nalsi.com

IMPORTANT ELECTRICAL INFORMATION

- By default, the power outlets will be located at the very back of your booth. If you indicate a specific location, using the online grid or email a floor plan, please note there will be an additional labour service charge applied to your order.
- As a friendly reminder - if you have a sign to hang from the ceiling, please be advised that standard hanging sign labour prices (an additional 30%) will apply if your hanging sign is not received at our warehouse, by **May 19, 2017**. SEE LABELS SUPPLIED INSIDE EXHIBITOR KIT which also lists the shipping address. Warehouse pre-shipping charges will be applicable.
- When ordering gas hook up, your order and Technical Standards & Safety Authority (TSSA) approval must be submitted 10 days prior to the exhibitor move-in date or your order will not be processed.
- For propane requirements please contact the EY Centre directly.
- ALL signs must be pre approved by CADSI-Attention Catherine Lyons (c.lyons@defenceandsecurity.ca) or phone 613-235-5337 ext 27
- **All outlets will be supplied at the standard operating voltages of 110/208V247V/600V AC. If your equipment will require conversion, please bring proper adaptors that convert 110V, 60Hz to the required voltage. Freeman does not supply or provide voltage converters.**
- **Generators:** Freeman is the exclusive supplier of generators Exhibitors are not allowed to bring or use generators for running equipment or generating electricity. If the generator is a demo unit, it may be operated on intermittent use. Prior approval is required.
- **Trailers:** Trailer mounted generators cannot be operated during the show. All trailers requiring power should contact Freeman with details of power requirement.

DE SYSTEMS

(Internet/Telephone/Computer Rental)
Phone: (613) 723-1166 Fax: (613) 723-8756
Email: internet@desystems.com

FOOD & BEVERAGE

Phone: (613) 822-8800 ext 261
Email: chef@eycentre.ca

BOOTH CLEANING

EY Centre
Phone: (613) 688-4824
Email: info@eycentre.ca

DUOSON MULTIMEDIA

(Plasma Screen TV & LCD Projectors)
Harold (Hal) Price
Phone: (613) 742-7474 ext 22 Cell: (613) 407-5816
Email: hprice@duoson.com

EY CENTRE SERVICE PROVIDERS

This link will take you to all the service providers at the EY Centre:
eycentre.ca/facility/service-partners

LABOUR INFORMATION

Booth Installation and Dismantle: If utilizing Freeman labour, please refer to the Installation & Dismantle order form to place your order for display labour. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labour will need to pick up and release their labour at the Service Desk.

- All labour services performed between 4:00 pm and 6:00 pm (M-F), between 8:00 am and 4:00 pm (Sat-Sun) will have overtime charges applied.
- All labour services performed between 6:00 pm and 8:00 am (M-F) and between 4:00 pm and 8:00 am (Sat-Sun) will have double-time charges applied. Please refer to the enclosed Labour Order Form.
- All material handling services performed after 4:00 pm (M-F) and all day Saturday and Sunday will have overtime charges applied. Please refer to the enclosed Material Handling Order Form.

EXHIBITOR MOVE-IN & FREIGHT SCHEDULE

IMPORTANT: May 22, 2017 is Victoria Day in Canada; please ensure all shipments are cleared through the Canadian border before this date.

INDOOR BOOTH SPACES - 500 SQ FT & OVER

Freight Delivery Only:
Friday, May 26, 2017

TARGETED SHIPMENTS ONLY (approved by Freeman)
See attached Access Form ([page 16](#))

Exhibit Set Up

Sunday, May 28, 2017

Monday, May 29, 2017

Tuesday, May 30, 2017

8:00am - 5:00pm TARGETED ONLY (approved by Freeman)

8:00am - 9:00pm

7:00am - 9:00pm (Exhibitors are NOT permitted on the show floor
after 9:00pm unless arrangements are made in advance with
CADSI to extend your set-up time)

INDOOR BOOTH SPACES - 300 SQ FT TO 499SQ FT

Freight Delivery Only:
Friday, May 26, 2017

9:00am - 5:00pm (Targeted Shipments Only, approved by Freeman)
See attached Access Form ([Page 16](#))

Exhibit Set Up:

Monday, May 29, 2017

Tuesday, May 30, 2017

8:00am - 9:00pm

7:00am - 9:00pm (Exhibitors are NOT permitted on the show floor
after 9:00pm unless arrangements are made in advance with
CADSI to extend your set-up time)

INDOOR BOOTH SPACES - 300 SQ FT OR LESS

Freight Delivery Only:
Monday, May 29, 2017

9:00am - 5:00pm

Exhibit Set Up:

Tuesday, May 30, 2017

7:00am - 9:00pm (Exhibitors are NOT permitted on the show floor
after 9:00pm unless arrangements are made in advance with
CADSI to extend your set-up time)

STATIC OUTDOOR DISPLAY

Monday, May 29, 2017

Tuesday, May 30, 2017

8:00am - 5:00pm TARGETED ONLY (approved by Freeman)

See attached Access Form ([Page 16](#))

7:00am - 5:00pm (Exhibitors are NOT permitted at the Static Outdoor Display
after 5:00pm unless arrangements are made in
advance with CADSI to extend your set-up time)

AISLES MUST BE CLEARED OF MATERIALS BY 8PM ON MAY 30, 2017

VEHICLE DISPLAY

All indoor vehicles must be scheduled in advance with Freeman ([see page 6 for specs](#)) and the Order Form on [page 17](#) completed and returned to Freeman.

EXHIBITOR MOVE-OUT & FREIGHT SCHEDULE

EXHIBITOR MOVE-OUT

Thursday, June 1, 2017

5:00pm - 11:00pm*

Friday, June 2, 2017

8:00am - 5:00pm

***Exhibitors 300sq ft or less must have their materials moved out by 11pm on June 1, 2017.**

DISMANTLE AND MOVE-OUT INFORMATION

In order to meet the move-out schedule, please ensure the following instructions are adhered to for safety and good flow at the loading area:

- Aisle carpet is scheduled for removal between 4:00pm and 5:00pm.
- **Trucks will not be permitted in the marshalling yard before 6pm on June 1, 2017**
- All exhibitor materials must be removed from the exhibit facility by **June 2, 2017 @ 5pm.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers for booths 300 sqft or less check in by **8pm on June 1, 2017**; and for booths over 301 sqft check in by **12 noon on June 2, 2017. Please schedule your carriers accordingly and advise Freeman of your carrier arrival time.**

RETURN OF EMPTIES

All empties will be returned on **June 1, 2017** by the assigned colour coded floor plan attached (**Page 5**). Please pick up your colour coded storage stickers at the Freeman Service Desk when your empties are ready to go into storage.

- **Green:** 200sq.ft. booths and less will be returned between 5:00pm - 8:00pm.
- **Purple:** 800sq.ft. and less designated booths on attached floor plan (page xx) will be returned between 8:00pm - 9:00pm.
- **Blue:** 800sq.ft. and less designated booths on attached floor plan (page xx) will be returned between 9:00pm - 10:00pm.
- **Red:** 801sq.ft. and larger booths will be returned between 10:00pm and midnight.
- **Silver:** Outdoor booths will be returned between 5:00pm - 8:00pm

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

Please note: All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

FREIGHT RESTRICTIONS & INFORMATION

NOTES OF INTEREST

Vehicle entry point on Move In days (see attached aerial map, Page 13)

EXHIBITOR CARRIERS (TRAILERS, TRUCKS OR DELIVERIES) WILL NOT BE ALLOWED ON SHOW SITE AFTER 9PM TUESDAY MAY 30TH; CARRIERS WILL BE TURNED AWAY.

NO MARSHALLING YARD AT THIS FACILITY

RESTRICTIONS

All vehicles carrying materials that must be unloaded and transported to exhibitor's booth space(s) must check-in at the Security Freight Entrance (see map) for sequencing into truck unloading areas. When approaching the EY Centre from the Northbound lanes, going south on Uplands Drive, the entry to the Freight Delivery Entrance is located on the left side.

The Ottawa Airport Parkway is completely restricted to all commercial vehicles and will be subject to severe fines.

Note: Stopping or parking on Uplands Drive is prohibited by the City of Ottawa and will be subject to fines to the carrier.

No trucks will be allowed to enter the property to the unloading areas until there is a place for the vehicle to stop and unload without blocking the building specific entrance/exits to the area.

Crews will be on hand to unload vehicles without excessive delays.

BUILDING LOADING AREAS:

NOTE: LOADING DOCKS ARE FOR FREEMAN USE ONLY

Please note: the Loading areas for the building at the EY Centre are as follows:

8 Loading docks (7'11"H x 8'W)

Hall 1 & 4: Drive in doors with direct access to show floor (19'10"H X 20'W).

Hall 2 & 3: Outside doors & inside roll up doors (15'11W X 13'11"H).

Exhibitors are not allowed to bring freight through the front doors of the building

VEHICLES

All vehicles for indoor exhibits must be scheduled with Freeman and may be refused if not

The Ottawa Fire Prevention Division, Show Management and EY Centre reserves the right to remove any vehicle from the show confines, at exhibitor's expense, which contravenes these rules and regulations or is deemed to be unsafe for display. Exhibitors:

1. Provide exact weights and measurements of the vehicle (diagram where possible).
2. Copies of insurance coverage in case of loss, damage, theft or fire. Show Management and the EY Centre will be held harmless from any action that results from the loss, damage theft, fire or any other occurrence.
3. Vehicle must have the battery disconnected while on static display and gas caps are to be locked or secured against tampering.
4. Vehicle must have minimal amounts of fuel. Only enough to propel the vehicle in and out of the building is permitted.
5. While on static display, the vehicle must have an oil/fluid pan collecting leaking fluids and to protect the show floor surface. This must be monitored and cleaned.
6. An emergency telephone number for contact person (s) responsible for the vehicle is to be left with the Show Manager / Organizer.
7. Vehicle move in and out times are to be coordinated with Freeman. Upon move in and move out there must be a forward and rear ground guide present to direct vehicle and pedestrians.

SHIPPING INFORMATION

Advanced Warehouse Shipping Address:

CANSEC

Exhibiting Company Name

Booth # _____

C/O Freeman

940 Belfast Road

Ottawa, Ontario, Canada K1G 4A2

**PLEASE NOTE: The warehouse is open from 8am
until 4:30pm Monday to Friday.**

Freeman will accept crated, boxed or skidded material beginning **April 28, 2017** at the above address. All shipments must be accompanied with a Certified Weight Ticket. "Full Load" trailers without a Certified Weight Ticket may be refused and sent to obtain requested documents. To avoid additional late arrival charges, materials must arrive by **May 19, 2017**. The warehouse will receive shipments Monday through Friday between 8:00 AM and 4:30 PM. To check on the arrival of your freight, please call 613-748-7180

Please Note: The warehouse will be closed on May 22, 2017 in observance of Victoria Day, shipments will not be accepted on this date.

US Inbound Shipments

Please Note: May 22, 2017 is Victoria Day in Canada; please ensure all shipments are cleared through the Canadian border before this date.

Show site Shipping Address:

CANSEC

Exhibiting Company Name

Booth # _____

EY Centre C/O Freeman

4899 Uplands Drive

Ottawa, Ontario, Canada K1V 2N6

NOTE: The loading docks are for Freeman use only. Freeman will receive shipments at the exhibit facility as per the specified schedule (see show schedules). All shipments must be accompanied with a Certified Weight Ticket. "Full Load" trailers without a Certified Weight Ticket may be refused and sent to obtain requested documents. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Please note: All material handling services performed after 4:30pm Monday - Friday & all day Saturday - Sunday will have overtime charges applied. Please refer to the enclosed material handling order form.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

CART SERVICE IS A FEATURE FOR PRIVATELY OWNED VEHICLES

A self unloading and reloading area for all exhibitors who do not require forklifting assistance during move-in and move-out will be available.

- Freeman staff will guide you to this area once you arrive at the dock.
- This service is aimed for exhibitors that require minimal assistance.
- Type of vehicles accepted are cars, pickup trucks, small mini-van or SUV only.
- Exhibitors that require 20 minutes or less to offload and reload. **Any vehicles left unattended will be towed at owner's expense.**
- The service includes storage of cardboard/product boxes and empty stickers.
- This is a chargeable service, please refer to the Material Handling Order Form contained in this service manual for the cart service charges.

EXHIBIT TRANSPORTATION AND CUSTOMS

As part of the Freeman service and to make your shipping and transportation experience as seamless as possible, Freeman Exhibit Transportation has been appointed as the official carrier and customs clearance service provider for the **CANSEC 2017**. Our Exhibit Transportation Department will be in contact with you to discuss your shipping requirements, however if you wish to contact us, please call our toll free number at 877- 478-1113 to speak to Julian Makos.

AS A REMINDER

All shipments originating outside Canada require Canada Customs Clearance and U.S Customs/Homeland Security (if applicable) on the return.

SMALL PACKAGES/BOXES DELIVERIES (Including Portable Display Cases)

Canada is an international destination and, as such, duties, taxes and customs clearance fees applies. If you are shipping Air or Ground with the following small packages companies, Fed-ex, UPS, Airborne, DHL, or any other small package/boxes carriers please confirm that all ancillary charges(duties, taxes & Customs clearance fees) are PREPAID. This includes 3rd Party Shippers (ie:Fulfillment Centres, etc.). Any shipments that are sent collect will not be accepted by Freeman and they will be refused.

In some instances, carriers do not declare ancillary collect charges upon delivery to our warehouse and Freeman is billed 30-90 days after the event has closed. In these situations, any charges (duties, taxes & Customs clearance fees) are re-billed to the corresponding exhibitors plus "Advancement Fees".

PRIVACY POLICY

Pursuant to the Personal Information Protection and Electronic Documents Act, Freeman has formalized its current practices into a privacy policy. A copy of our full privacy policy is available on request or by visiting our website at <http://www.freemanco.com/freemanco/freeman/privacy.jsp>

Freeman collects business information from its customers to enable us to perform contracted services. Only very infrequently will any identifiable personal information be collected. If any personal information is collected, Freeman will obtain consent at the time of the collection, disclosure and /or use. You then would have the right to access any of the information we have collected and withdraw your consent for the above at any time. If you have any questions or would like more information on our privacy policy, please contact us at (416) 252-3361, or you may contact our privacy officer at barbara.baird@freemanco.com. If you would like to have your personal information removed from Freeman's database, please email legal@freemanco.com to request removal.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (613) 748-7180 ext 234. We can also be contacted via email at freemanottawaes@freemanco.com.

WE APPRECIATE YOUR BUSINESS.

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Ottawa Exhibitor Services at (613) 748-7180 or Freeman's Customer Support Center at (888) 508-5054 Canada and U.S. exhibitors or (512) 982-4186 for local and International exhibitors.

HELPFUL HINTS

SAVE MONEY

Take advantage of a 30% discount by ordering online at www.freemanco.com/store by **May 8, 2017**.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

You are not allowed to ship Hazardous Materials. If you do so, you may be subject to fines or penalties for each offence.

Operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to

[Pre-Show FAQ](#)

For more information and helpful hints on postshow procedures and move-out, please go to

[Post-Show FAQ](#)

Call Freeman's Exhibitor Services department at (613) 748-7180 ext 234 with any questions or needs you may have.

CANSEC MANDATORY SAFETY POLICIES

Note of Caution: During move-in and move-out, all exhibitors, contractors and staff operating on site must ensure common travel areas are clear before entering an aisle, roadway or other lane. The onus is on the individual exhibitor, contractor and staff not to block and/or impede an aisle or traffic lane. CANSEC and the show services contractors rely on the exhibitors, contractors and staff to be aware of their surroundings and act in the interest of all. Ensure your safety and the safety of others – help keep aisles and laneways clear at all times.

Age policy: due to insurance coverage requirements, **persons under the age of 18 years of age are not permitted on show site**, which includes all of the outdoor and indoor facilities, on set up / tear down and show days. This policy will be strictly enforced and there will be no exceptions. Only those who are registered with proper identification are permitted.

During the move-in (Sunday May 28 to Tuesday May 30, 2017 inclusive) and the move-out (starting at 17 h on Thursday June 1 until 17 h Friday June 2, 2017), anyone wishing access to the Exhibit Hall will be required to wear closed toed flat shoes (i.e. running shoes for example)

Sandals, high heels, or any other type of footwear that is not a closed-toed flat shoe will not be permitted.

There will be no exceptions to this policy, which will be enforced by Security personnel and the Exhibit Safety Manager. Anyone that does not conform to this policy will be prohibited from accessing the Exhibit Hall and will be escorted out of the Exhibit Hall if they have inappropriate footwear.

PAYMENT & LABOUR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOUR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOUR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Freeman Exhibit, Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies and related entities, including, but not limited to, any subcontractors FREEMAN may appoint. "EXHIBITOR" means the Exhibitor and its employees, agents, representatives and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in Canadian funds and all cheques must be in Canadian funds. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation and removal from EXHIBITOR'S booth. In case of cancellation of any order or services by EXHIBITOR, a onehour "per person, per hour" charge will be applied for all labour orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If Prestige carpet, custom-cut carpet, modular rental exhibits or any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the show or event is cancelled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Centre Representative of problems with any orders and to check EXHIBITOR'S invoice for accuracy prior to the close of the show or event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the province in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For international EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in TORONTO, ONTARIO, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE PROVINCE OF ONTARIO, CANADA. In the event of any dispute between EXHIBITOR and FREEMAN relative to any loss, damage or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction and shall be resolved on their own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the estimate of charges and the actual charges incurred for material handling, labour time & materials, utility services or equipment usage, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt by either party.

ELECTRICAL

Claims will not be considered or adjustments made unless filed in writing by EXHIBITOR prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control, and EXHIBITOR agrees to hold FREEMAN and its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorney's fees) arising out of or in any way connected with EXHIBITOR's actions or omissions under this Agreement.

LABOUR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labour provided under this option. It is the responsibility of EXHIBITOR to supervise labour secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or federal, provincial/state, county and local ordinances, rules and/or regulations, including, but not limited to, show or facility management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labour and to return to the Service Desk to release labour when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements or expenses (including, but not limited to, reasonable attorney's fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labour provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR's indemnification of FREEMAN includes any and all violations of federal, provincial/state, county or local ordinances, show regulations and/or rules as published and/or set forth by facility or show management, and/or directing labour provided by FREEMAN to work in a manner that violates any of the above rules, regulations or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the official show contractor; or an order for labour and/or rental equipment is placed by Exhibitor with Freeman. Please note that your material handling charges do not include disposal of exhibit properties. Contact Freeman for rates and rules applicable to the disposal of your exhibit properties.

1. DEFINITIONS. For purposes of this Contract, "Freeman" means Freeman Expositions, Ltd., and its employees, directors, officers, agents, assigns, affiliated companies and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and customs purposes. "Exhibitor" means the Exhibitor and its employees, agents and representatives.

2. PACKAGING/CRATES AND STORAGE. Freeman shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labelled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift or similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier; during such times, Exhibitor materials will be left unattended. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends arranging security services through facility or show management. All MHAs submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges, including business centre charges, arising from delivery or pickup of Exhibitor's materials.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS ARISING OUT OF IMPROPER LOADING OR LABELLING OF MATERIALS.

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor's designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions, and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.

7. FORCE MAJEURE. Freeman's performance hereunder is subject to, and Freeman shall not be responsible for, loss, delay or damage due to strike, work stoppage, natural elements, vandalism, Act of God, civil disturbance, power failure, explosion, act of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than thirty (30) business days after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman more than one (1) year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between Exhibitor and Freeman relative to any loss, damage or claim, Exhibitor shall not be entitled to and shall not withhold payment due to Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to CAD\$1.10 per kilogram (CAD\$0.50 per pound) per article with a maximum liability of CAD\$100.00 per item or CAD\$1,500.00 per shipment, whichever is a less. For unmarked, unlabelled or improperly packaged television monitors, the maximum liability is the lesser of CAD\$6.60 per kilogram (CAD\$3.00 per pound) or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR IS ON NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE, BUT ARE NOT LIMITED, TO LOST PROFITS, LOSS OF USE AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. DECLARED VALUE. Declarations of declared value are between Exhibitor and the selected carrier ONLY and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit declared value instructions to the selected carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

10. JURISDICTION / VENUE. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE PROVINCE OF ONTARIO, CANADA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN THE COURT OF ONTARIO, CANADA.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including, but not limited to, reasonable attorney's fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labour secured through Freeman; Exhibitor's negligence, wilful misconduct or deliberate act, or the negligence, wilful misconduct or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including, but not limited to, Exhibitor's violation of any federal, provincial/state, county or local ordinance and/or Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that are from time to time in the possession of Freeman and all the proceeds thereof, including, but not limited to, insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid by Freeman on its behalf, services performed, materials and/or labour from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the PERSONAL PROPERTY SECURITY ACT, as we may be amended from time to time ("PPSA"), and any notice that Freeman is required to give under the PPSA of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for as long as any Obligations remain unpaid or unsatisfied.

13. WAIVER & RELEASE. Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCK OWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCK OWNER HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOU, YOUR EMPLOYER AND THE TRUCK OWNER AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN AND ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Cargo Service Request and Shipping Instructions Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by Shipper. Shipper agrees that this shipment is subject to the TERMS stated herein. All TERMS, including, but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Expositions, Ltd., and its respective employees, officers, directors, agents, assigns, affiliated companies and related entities, including any contractors appointed by Freeman. "Shipper" means the person or business for whom the property is being transported and includes their respective employees, officers, directors, agents, assigns, affiliated companies and contractors appointed by Shipper, excluding only Freeman. "Property" means all objects of any type received from Shipper for transport by Freeman as described herein. "Consignee" means the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay or damage beyond its reasonable control, including (by way of illustration only and not as a limitation of the breadth of this clause) strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct postal code, of Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labelled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift or similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification published by the U.S. National Motor Freight Traffic Association. For shipments of perishable commodities, Canadian and U.S. shipments must be packed to travel without spoilage for 72 hours from time of pickup; all international shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery, or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

- Freeman shall promptly attempt to provide notice by telephone or electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
- Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
- When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING, BUT NOT LIMITED TO, DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING, BUT NOT LIMITED TO, FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF CAD\$50.00 PER SHIPMENT OR CAD\$1.10 PER KILOGRAM (CAD\$0.50 PER POUND) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, FREEMAN'S LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO CAD\$20.00 PER KILOGRAM (CAD\$9.07 PER POUND) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY MONTREAL PROTOCOL NO. 4 OF 1975, OR CAD\$20.00 PER KILOGRAM (CAD\$9.07 PER POUND) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of CAD\$500.00:

- artworks and objects of art, including, but not limited to, original paintings, drawings, etchings, watercolours, tapestries and sculptures;
- clocks, watches, jewellery (including costume jewellery), furs and fur-trimmed clothing;
- personal effects; and
- other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of illustration only and not as a limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profit damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:

- whenever or wherever the claimed loss or damage may occur;
- even where the alleged loss or damage is claimed to result from negligence, strict liability, product liability, breach of contract, breach of statute or regulation, or any other legal theory or cause; and
- even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including, but not limited to, failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), nondelivery, missed pickup, delay on international shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
- Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert and contains no hazardous substances, hazardous materials, chemicals, gases, explosives, radioactive materials, biologically hazardous agents or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- Shipper shall defend and indemnify Freeman and its employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including, but not limited to, reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, wilful misconduct or deliberate act; Shipper's violation of federal, provincial/state, county or local ordinances; Shipper's violation of show regulations and/or rules as published and set forth by facility and/or show management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery or, in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freemanco.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must keep the shipping container, all packaging material and contents in the same condition as when damage first was discovered. Receipt of the shipment by Consignee or Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 866-272-1081. The shipment and its container(s) and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment, and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) the claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by international, federal or provincial/state law. If the claim is for loss or damage involving international shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by international, federal or provincial/state law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Claims Department Sedgwick Claims Mgmt Services: 8649 Baypine Rd, Bldg 7, Suite #300, Jacksonville, FL 32256.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

9. CHOICE OF FORUM: THE CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF CANADA (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE PROVINCE OF ONTARIO WITHOUT GIVING EFFECT TO THE PROVINCE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF TORONTO, ONTARIO, CANADA AND THE RULES OF THE CANADIAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT IN THE JURISDICTION OF TORONTO, ONTARIO, CANADA.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

Freeman REV 01/17

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. DEFINITIONS. In this Contract, "Freeman" means Freeman Expositions, Ltd., and its respective employees, officers, directors, agents, assigns, affiliated companies and related entities including any contractors appointed by Freeman. "Shipper" means the person or business for whom the property is being transported and includes their respective employees, officers, directors, agents, assigns, affiliated companies and contractors appointed by Shipper, excluding only Freeman. "Property" means all objects of any type received from Shipper for transport by Freeman as described herein. "Consignee" means the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay or damage beyond its reasonable control, including (by way of illustration only and not as a limitation of the breadth of this clause) strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for any delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labelled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift or similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification published by the U.S. National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the Service Request and Shipping Instructions that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer and for setting the temperature (including maintenance and repair) during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the Service Request and Shipping Instructions if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. REFUSED SHIPMENTS. If Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice by telephone or electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

7. INSURANCE. FREEMAN IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.**

(THE "FAIR MARKET VALUE" EQUALS THE AS IS, WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE, OR CAD\$11.02 PER KILOGRAM (CAD\$5.00 PER POUND) OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per kilogram for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of CAD \$500.00:** (a) Artworks and objects of art, including, but not limited to, original paintings, drawings, etchings, watercolours, tapestries and sculptures or prototypes; (b) Clocks, jewellery, including costume jewellery, furs and fur-trimmed clothing; (c) Personal effects, including, but not limited to, papers and documents; and (d) Coin money, currency, gift certificates, debit cards, credit cards and any other items of extraordinary value. (e) For unmarked, unlabelled or improperly packaged television monitors, the maximum liability is the lesser of CAD\$6.60 per kilogram (CAD\$3.00 per pound) or the actual invoice price.

Any declared value in excess of the maximums allowed herein is null and void, and acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of illustration only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profit damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCT LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE; AND (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current. (b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert and contains no hazardous substances, hazardous materials, chemicals, gases, explosives, radioactive materials, biologically hazardous agents or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons or property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman and its employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including, but not limited to, reasonable attorney's fees and investigation costs) on account of personal injury, death or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct or deliberate act; Shipper's violation of federal, provincial/state, county or local ordinances; Shipper's violation of show regulations and/or rules as published and set forth by facility and/or show management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, postal mail, courier, facsimile or electronic means to Claims Department Sedgwick Claims Mgmt Services: 8649 Baypine Rd, Bldg 7, Suite #300, Jacksonville, FL 32256, as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within five (5) business days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freemano.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must keep the shipping container, all packaging material and contents in the same condition as when damage first was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

11. CHOICE OF FORUM / ARBITRATION. THE CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF CANADA AND THE PROVINCE OF ONTARIO WITHOUT GIVING EFFECT IT'S CONFLICT OF LAW RULES, EXCLUSIVE VENUE FOR ALL DISPUTE ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT IN THE JURISDICTION OF TORONTO, ONTARIO, CANADA. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the Canadian Arbitration Association in accordance with its Arbitration Rules, and judgement on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same; (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman's Small Package Program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE CAD\$100 PER PACKAGE UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within fifteen (15) days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

REDUCING YOUR FOOTPRINT

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.



MOVE-IN TIME REQUEST CAN ONLY BE GRANTED FOLLOWING THE COMPLETION OF THE
REQUIRED INFORMATION ON THIS FORM BUT CANNOT BE GUARANTEED. EXHIBITORS SHIPPING
TO THE ADVANCED WAREHOUSE ARE NOT REQUIRED TO COMPLETE THIS FORM

REQUIRED INFORMATION

COMPANY NAME: _____		BOOTH#: _____
CONTACT NAME: _____		
PHONE #: _____	EXT.: _____	FAX #: _____
CONTACT'S E-MAIL: _____		
THIRD PARTY COMPANY INFORMATION (IF APPLICABLE)		
THIRD PARTY COMPANY NAME: _____		
CONTACT NAME: _____		
PHONE #: _____	EXT.: _____	FAX #: _____
CONTACT'S EMAIL ADDRESS: _____		

SHIPMENT INFORMATION

CONTENT OF SHIPMENT / OR VEHICLE SPECS

Piece count: _____

Dimensions: _____

Approximate weight: _____

Destination: _____

☐ Freeman Warehouse ☐ Show site

CARRIER INFORMATION

Carrier name: _____

Carrier contact name & number: _____

Size and type of truck delivering shipment: _____

Special offloading requirements: (please specify if any equipment is required)

FREEMAN USE ONLY

SHOW SITE FREIGHT MOVE-IN: _____	APPROVED BY: _____
SHOW SITE MOVE-IN DATE: _____	DATE: _____
<input type="checkbox"/> ORIGINAL REQUEST _____	<input type="checkbox"/> REVISED REQUEST _____

Completed forms are to be returned via email to FreemanOttawaES@freemanco.com or via fax at 613-748-5977.

FREEMAN

940 Belfast Road
Ottawa, Ontario, Canada K1G 4A2
613-748-7180 • Fax: 613-748-5977
E-mail: FreemanOttawaES@freemanco.com



**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: _____

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

CART SERVICE & SPOTTING FOR MOBILE VEHICLES

Cart Service

Cart Service is intended only for a Privately Own Vehicles* (POV) as defined below who requires assistance with unloading or loading with a cart or dolly. This service is priced on a "per trip" basis.

A POV, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc. If a particular event defines a POV differently for billing purposes, then that definition will override this policy.

A Company Vehicle is considered to be a vehicle designed to transport freight. Examples include vehicles towing trailers, box trucks and semi trucks. These are to be processed the same as commercial carriers and charged according to the published show rates.

How the Cart Service works:

Exhibitors who require a cart or dolly to carry their material to their booths (and from booth to POV, at the close of the show) will require the Cart Load Service. Upon arrival at the dock, exhibitors will see the Dock Supervisor to order the service. Supervisor will then collect credit card information and will make the necessary arrangements for a cart and labourer to meet the exhibitor and unload the POV. The labourer will deliver all goods into the exhibitor's booth. At the close of the show, the exhibitor will order his/her cart load service with the Freeman Service desk.

Description	Price Per Trip
Cart Service Pre-Show (25-70-103 / 105).....	\$50.00
Cart Service Show-Site (25-70-104 / 106).....	\$65.00

Spotting for Mobile Vehicles: (All vehicles must be scheduled in advance with Freeman)

A mobile unit is a wheeled vehicle or trailer unit that is to be used for display purposes. Examples include cars, trucks, motorcycles, and trailer displays. They do not include job boxes, machinery, or other display products on wheels. As Freeman will be controlling the loading areas for safety and smooth move-in, a spotting fee may be applicable and is the responsibility of the exhibitor. Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibits, property of others, or, when necessary, to move crates that may be in the aisles. Exhibitors may drive the motorized equipment in and out of the exhibit areas or have Freeman supply an operator when available.

Will you require a crane or forklift? (Additional charges will apply): _____

Number of units: _____ Type: _____

Dimensions of largest unit:

Height: _____ Width: _____ Length: _____ Weight: _____

Description	Price Per Round Trip
Spotting Mobile Vehicles Pre-Show (25-70-24).....	\$150.00
Spotting Mobile Vehicles Show Site (25-70-25).....	\$175.00

Description	Date Requested	Time In & Time Out	Sub-Total	HST 13%	Total

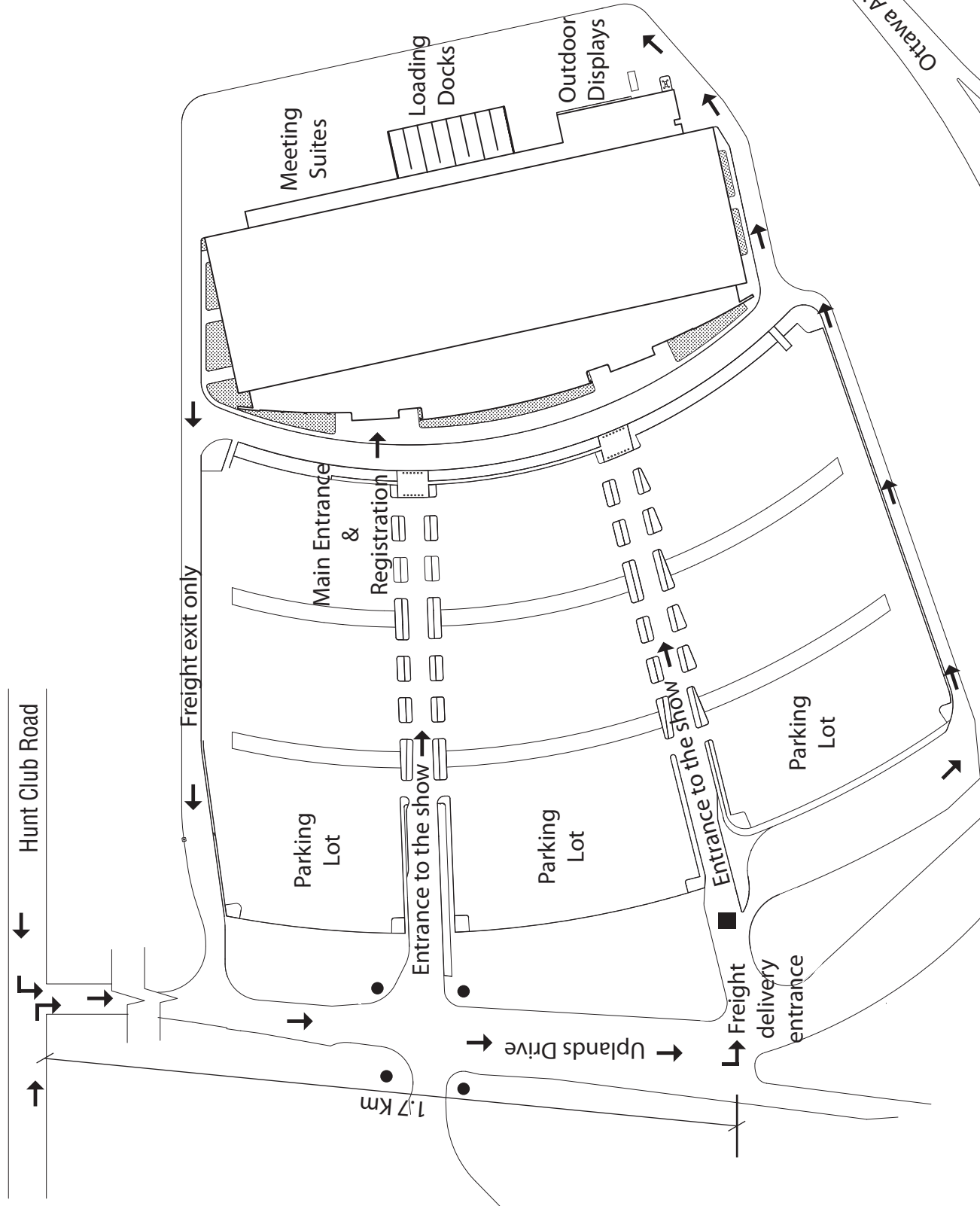


CANSEC

EY Centre - Site Plan
4899 Uplands Drive, Ottawa
May 31 - June 1, 2017



* Trucks Prohibited





CANSEC 2017 – May 31 – June 1, 2017 EY Centre

Directions to the EY Centre, 4899 Uplands Drive, Ottawa, ON K1V 2N6

Please ensure that these directions are given to your carrier.

CAUTION: GPS units show Bronson Ave as a truck route- it is- but it becomes the Airport Parkway after Heron and the AP is NOT A TRUCK ROUTE- use the approved routings to avoid fines.

From Montreal to the EY Centre:

Exit west bound Hwy 417 at Walkley
Turn left on Walkley Road (*large double left turn lanes*)
South on Hawthorne Road
Turn right on Hunt Club Road westbound
Turn left on Uplands Drive (*2nd lights after underpass*) (*1.7 km*)
Turn left at the **3rd** entrance "Freight Delivery Entrance"(first turn after the set of traffic lights)

From Toronto and from Seaway International Bridges to the EY Centre:

Hwy 416 Northbound from Hwy 401
Exit Hunt Club Road
Turn left on Hunt Club eastbound to Uplands Drive turn right south bound (*1.7 km*)
Turn left at the **3rd** entrance "Freight Delivery Entrance"(first turn after the set of traffic lights)

Alternate route from Toronto:

Using the Hwy 401- north on Hwy 7 from Belleville and east on Hwy 7 to 417 junction at Ottawa
Follow Hwy 7 to 417 eastbound, continue to Walkley Rd. follow Walkley Rd westbound and follow the directions for trucks coming from Montreal above.



**INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK**

NAME OF SHOW: _____

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE _____ X _____

CITY, PROVINCE/STATE, POSTAL/ZIP CODE: _____ CUSTOMER # _____

PHONE #: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL _____

E-MAIL FOR INVOICE _____ ☐ CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM VIA FAX, POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL
The undersigned expressly consents to the digital processing and transmission of personal data which may be transmitted to the United States of America.

☐ COMPANY CHECK

Please make cheque payable to: Freeman. Cheques must be in CAN. funds drawn on a Canadian Bank or U.S funds drawn on a U.S bank.

**Please reference (433257) on your remittance.
GST # R101889426**

☐ CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ BANK TRANSFER

Please note that customers are responsible for any bank processing fees of \$15.00 CDN.

■ Beneficiary Name: Freeman Expositions, Ltd.

61 Browns Line, Toronto, Ontario, Canada M8W 3S2

■ Bank Transfer to Royal Bank of Canada

Bank # 003 - 200 Bay Street, Toronto, Ontario, Canada M5J 2J5

Transit or Bank ID: 00002 - Freeman Account # 000021048693

■ **Foreign Exhibitors wiring funds from Overseas should use:**

Swift Code: ROYCCAT2

■ **If sending USD use:**

Intermediary Bank: JP Morgan Chase Manhattan, New York, NY

Swift Code: CHASUS33 - ABA: 021000021

■ IBAN Number: Canadian Banks do not carry IBAN numbers

Please reference Name of Show & Booth Number on all Bank Transfers so we properly credit your account.

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA

We do not accept credit card information by email.

Account No.: _____ Exp. Date _____

☐ Personal Credit Card ☐ Company Credit Card

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City, Province/State, Postal/Zip Code: _____

ENTER TOTALS HERE

FURNISHINGS	CARPET	PLANTS	RENTAL EXHIBITS	EXHIBIT ACCESSORIES	SIGNS & GRAPHICS	INSTALLATION LABOUR	DISMANTLE LABOUR
EXHIBIT TRANS/CUSTOMS	MATERIAL HANDLING	ELECTRICAL	HANGING SIGNS				GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store.
- Orders received without payment or after the deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.



NAME OF SHOW: _____

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

BY SUBMITTING THIS FORM VIA FAX, POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

The undersigned expressly consents to the digital processing and transmission of personal data which may be transmitted to the United States of America.

EXHIBITOR NAME: (PLEASE PRINT) _____

EXHIBITOR SIGNATURE: _____

DATE: _____

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: _____

BOOTH #: _____

EXHIBITING COMPANY ADDRESS: _____

CITY/PROVINCE/POSTAL CODE: _____

PHONE: _____

EXT. _____

FAX: _____

CONTACT'S E-MAIL: _____

Indicate which services are to be invoiced to the Third Party:

- | | |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES | <input type="checkbox"/> FREEMAN TRANSPORTATION & CUSTOMS |
| <input type="checkbox"/> I&D LABOUR/SUPERVISION | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> FREEMAN ELECTRICAL |
| <input type="checkbox"/> OTHER _____ | |

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME: _____

CONTACT NAME: _____

THIRD PARTY ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EXT. _____

FAX: _____

CONTACT'S E-MAIL: _____

E-MAIL FOR INVOICE: _____

Invoices will be sent by e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

THIRD PARTY CREDIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA **WE DO NOT ACCEPT CREDIT CARD INFORMATION BY EMAIL.**

CREDIT CARD ACCOUNT NO: _____

EXP. DATE: _____

CARDHOLDER NAME (PLEASE PRINT): _____

CARD TYPE: _____

AUTHORIZED SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/PROVINCE/POSTAL CODE: _____

FREEMAN

940 Belfast Road
Ottawa, ON K1G 4A2
Ph: 613-748-7180 • Fax: 613-748-5977
freemanottawaES@freemanco.com



**DISCOUNT PRICE
DEADLINE DATE**
MAY 8, 2017

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW:

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For fast, easy ordering, go to www.freemanco.com/store

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
STOOLS						
_____	910146	Equino Stool - White	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910147	Equino Stool - Black	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910148	Equino Stool - Red	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910211	Lola Stool - White	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910210	Lola Stool - Black	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910149	Lola Stool - Red	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910132	Chrome Bar Stool - White	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910135	Chrome Bar Stool - Black	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910212	Black Café Stool	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____

CASUAL & LOUNGE SEATING						
_____	910134	Black Café Chair	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910213	Ripple Sled Chair - Black	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910152	Armless Chair - White	\$ 225.00	\$ 247.50	\$ 315.00	\$ _____
_____	910153	Armless Chair - Black	\$ 225.00	\$ 247.50	\$ 315.00	\$ _____

Sculpted Line						
_____	910150	Sculpted Chair - White	\$ 265.00	\$ 291.50	\$ 371.00	\$ _____
_____	910151	Sculpted Chair - Red	\$ 265.00	\$ 291.50	\$ 371.00	\$ _____
_____	930147	Sculpted Loveseat - White	\$ 355.00	\$ 390.50	\$ 497.00	\$ _____
_____	930148	Sculpted Loveseat - Red	\$ 355.00	\$ 390.50	\$ 497.00	\$ _____
_____	930146	Sculpted Sofa - White	\$ 450.00	\$ 495.00	\$ 630.00	\$ _____

Citi Line						
_____	910201	Citi Black Leather Chair	\$ 265.00	\$ 291.50	\$ 371.00	\$ _____
_____	930200	Citi Black Leather Loveseat	\$ 355.00	\$ 390.50	\$ 497.00	\$ _____
_____	930202	Citi Black Leather Sofa	\$ 450.00	\$ 495.00	\$ 630.00	\$ _____

Ottomans & Cubes						
_____	950153	Large Ottoman - Black (72"x18"x18"h)	\$ 395.00	\$ 434.50	\$ 553.00	\$ _____
_____	950154	Large Ottoman - Red (72"x18"x18"h)	\$ 395.00	\$ 434.50	\$ 553.00	\$ _____
_____	950147	Ottoman - Black (43"x19"x18"h)	\$ 250.00	\$ 275.00	\$ 350.00	\$ _____
_____	950146	Ottoman - White (43"x19"x18"h)	\$ 250.00	\$ 275.00	\$ 350.00	\$ _____
_____	950110	Square Cube - Black	\$ 119.00	\$ 130.90	\$ 166.60	\$ _____
_____	950112	Square Cube - White	\$ 119.00	\$ 130.90	\$ 166.60	\$ _____
_____	950111	Square Cube - Red	\$ 119.00	\$ 130.90	\$ 166.60	\$ _____

TABLES						
Bar Tables						
_____	920147	Square Bistro Table - Black Laminate (30"x30"x42")	\$ 185.00	\$ 203.50	\$ 259.00	\$ _____
_____	920201	Square Bistro Table - Chrome Laminate (24"x24"x42")	\$ 185.00	\$ 203.50	\$ 259.00	\$ _____
_____	920146	Round Bistro Table - Black Laminate (30"diam x 42")	\$ 185.00	\$ 203.50	\$ 259.00	\$ _____
_____	920148	Round Bistro Table - White Laminate (30"diam x 42")	\$ 185.00	\$ 203.50	\$ 259.00	\$ _____
_____	920149	Round Bistro Table - Chrome Laminate (24"diam x 42")	\$ 185.00	\$ 203.50	\$ 259.00	\$ _____
_____	920200	Round Bistro Table - Chrome Laminate (30"diam x 42")	\$ 185.00	\$ 203.50	\$ 259.00	\$ _____

Occasional Coffee & End Tables						
_____	920151	Coffee Table - Steel Frame - White (24"x48"x20"h)	\$ 140.00	\$ 154.00	\$ 196.00	\$ _____
_____	920150	Coffee Table - Steel Frame - Black (24"x48"x20"h)	\$ 140.00	\$ 154.00	\$ 196.00	\$ _____
_____	920153	End Table - Steel Frame - White (24"x24"x20"h)	\$ 95.00	\$ 104.50	\$ 133.00	\$ _____
_____	920152	End Table - Steel Frame - Black (24"x24"x20"h)	\$ 95.00	\$ 104.50	\$ 133.00	\$ _____
_____	920155	Sculpted Round Coffee Table - White (28"diam x 14"h)	\$ 140.00	\$ 154.00	\$ 196.00	\$ _____
_____	920154	Sculpted Round Coffee Table - Black (28"diam x 14"h)	\$ 140.00	\$ 154.00	\$ 196.00	\$ _____
_____	920157	Sculpted Round End Table - White (16"diam x 24"h)	\$ 95.00	\$ 104.50	\$ 133.00	\$ _____
_____	920156	Sculpted Round End Table - Black (16"diam x 24"h)	\$ 95.00	\$ 104.50	\$ 133.00	\$ _____

TOTAL COST		
Sub-Total _____	+ 13% Hst _____	= TOTAL _____

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CHAIRS					
Qty	Part #	Description	Online Price	Discount Price	Standard Price
_____	210108	Limerick Chair	35.50	39.05	49.70
_____	210112	Black Casey Stool	67.00	73.70	93.80
_____	210112	Grey Casey Stool.....	67.00	73.70	93.80
_____	71090	Black Diamond Arm Chair	78.75	86.65	110.25
_____	71089	Black Diamond Side Chair	67.25	74.00	94.15
_____	71088	Black Diamond Stool.....	100.75	110.85	141.05
_____	71045	Grey Gaslift Chair	60.00	66.00	84.00
_____	71047	Grey Gaslift Stool.....	73.25	80.80	102.55

Black Only					
_____	75020	Display Cylinder/Low	101.50	111.65	142.10
_____	75021	Display Cylinder/Medium.....	111.75	122.95	156.45
_____	75022	Display Cylinder/High	119.00	130.90	166.60
_____	75079	Orion Computer Kiosk	243.50	267.85	340.90
_____	750135	Round Literature Rack.....	151.50	166.65	212.10
_____	750136	Flat Literature Rack.....	113.75	125.15	159.25

TABLES					
NOTE: Tables are 24" wide					
Table Drape: <input type="checkbox"/> Blue <input type="checkbox"/> Gold <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Red					
<input type="checkbox"/> White <input type="checkbox"/> Green					

Draped					
_____	124430	4' Draped Table/30"H*	65.75	72.35	92.05
_____	124630	6' Draped Table/30"H*	77.75	85.55	108.85
_____	124830	8' Draped Table/30"H*	90.00	99.00	126.00
_____	12404630	4th Side Draping-6' X 30"H*	33.75	37.15	47.25
_____	12404830	4th Side Draping-8' X 30"H*	33.75	37.15	47.25
_____	124442	4' Draped Table/42"H*	95.25	104.80	133.35
_____	124642	6' Draped Table/42"H*	106.50	117.15	149.10
_____	124842	8' Draped Table/42"H*	117.75	129.55	164.85
_____	12404642	4th Side Drape-6' x 42"H*	46.75	51.45	65.45
_____	12404842	4th Side Drape-8' x 42"H*	46.75	51.45	65.45

Undraped					
_____	125430	4' Undraped Table/30"H.....	39.00	42.90	54.60
_____	125630	6' Undraped Table/30"H.....	50.25	55.30	70.35
_____	125830	8' Undraped Table/30"H.....	61.50	67.65	86.10
_____	125442	4' Undraped Table/42"H.....	69.25	76.20	96.95
_____	125642	6' Undraped Table/42"H.....	75.00	82.50	105.00
_____	125842	8' Undraped Table/42"H.....	80.50	88.55	112.70

Soho Tables (Black Only):

_____	72067	Soho Cafe Table 30"Hx36"D	107.00	117.70	149.80
_____	72068	Soho Bistro Table 42"Hx36"D	120.00	132.00	168.00
_____	72069	Soho Cafe Table 30"Hx24"D	107.00	117.70	149.80
_____	72070	Soho Bistro Table 42"Hx24"D	120.00	132.00	168.00

FURNISHINGS					
Special Drape: <input type="checkbox"/> Blue <input type="checkbox"/> Gold <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Red					
<input type="checkbox"/> White <input type="checkbox"/> Green					

_____	12103	Special Drape- 3' High-per ft*	5.50	6.05	7.70
_____	12108	Special Drape- 8' High-per ft*	6.75	7.45	9.45
_____	121012	Special Drape-12' High-per ft*	10.50	11.55	14.70
_____	220107	Wastebasket.....	12.00	13.20	16.80
_____	220110	Chrome Bag Rack.....	55.50	61.05	77.70
_____	220118	Chrome Sign Holder.....	48.00	52.80	67.20
_____	220134	Chrome Easel.....	29.75	32.75	41.65
_____	220121	Chrome Stanchion Retractable	35.25	38.80	49.35

+ SPECIALTY FURNISHINGS					
Qty	Part #	Description	Online Price	Discount Price	Standard Price
+The Specialty Furnishing items noted below with the symbol (+) must be submitted before MAY 8, 2017 . Freeman cannot guarantee pricing and availability of these items after this deadline.					
Accent Tables					
_____	72028+	Slate Cocktail Table-Black.....	79.50	87.45	111.30
_____	72029+	Slate End Table-Black.....	56.00	61.60	78.40
_____	970210+	Brushed Steel Coffee Table (Glass)	122.50	134.75	171.50
_____	970225+	Brushed Steel Coffee Table (Wood)	122.50	134.75	171.50
_____	970215+	Brushed Steel End Table (Glass Top)	50.00	55.00	70.00
_____	970230+	Brushed Steel End Table (Wood Top)	50.00	55.00	70.00

Soft Seating					
_____	970100+	Barcelona Chair-Black	308.50	339.35	431.90
_____	970105+	Leather High Chair-Black.....	135.00	148.50	189.00
_____	970110+	Black Leather Tub Chair.....	125.00	137.50	175.00
_____	970135+	Mickey Tub Chair-Grey.....	125.00	137.50	175.00
_____	970136+	Mickey Tub Chair-White.....	125.00	137.50	175.00
_____	970120+	Black Leather Chair.....	265.00	291.50	371.00
_____	970141+	Armless Chair-Black.....	225.00	247.50	315.00
_____	970140+	Armless Chair-White.....	225.00	247.50	315.00
_____	970401+	Leather Footstool-Black.....	60.00	66.00	84.00
_____	970400+	Leather Footstool-White.....	60.00	66.00	84.00
_____	970175+	Black Leather Loveseat.....	355.00	390.50	497.00
_____	970161+	Lounger Sofa-White.....	355.00	390.50	497.00
_____	970160+	Lounger Sofa-Black.....	355.00	390.50	497.00
_____	970170+	Lounger Bench-White.....	350.00	385.00	490.00
_____	970171+	Lounger Bench-Black.....	350.00	385.00	490.00
_____	970125+	Ghost Chair-Clear.....	25.00	27.50	35.00
_____	970130+	Ghost Armless Chair-Clear.....	25.00	27.50	35.00

Bar Stools					
_____	970146+	Curved Back Chrome Stool-White.	135.00	148.50	189.00
_____	970145+	Curved Back Chrome Stool-Black.	135.00	148.50	189.00
_____	970151+	Brushed Steel Bar Stool-Silver....	135.00	148.50	189.00
_____	970150+	Brushed Steel Bar Stool-Cowhide.	135.00	148.50	189.00
_____	970152+	Brushed Steel Bar Stool-White.....	135.00	148.50	189.00

Bistro Tables-30"D x 42"H					
_____	970200+	Chrome Base Bistro Table-Black....	185.00	203.50	259.00
_____	970201+	Chrome Base Bistro Table-White....	185.00	203.50	259.00
_____	970202+	Chrome Base Bistro Table-Natural..	185.00	203.50	259.00
_____	970205+	Chrome Base Square Bistro-Plexi...	185.00	203.50	259.00
_____	970220+	Chrome Base Square Bistro-Wood.	185.00	203.50	259.00

Conference Tables					
_____	920205+	Brown Conference Table 3'x6'	201.00	221.10	281.40
_____	72092	+ Milano Conference Table.....	201.00	221.40	281.40

TOTAL COST					
Subtotal	+	13% HST	=	Total	

Remember to select a colour for items with (). A colour will be selected for you if not indicated.

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CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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PLANTS				
Qty	Part #	Description	Discount Price	Standard Price Total
Tropical				
_____	42105	Table Size Plant.....	42.00	58.80
_____	42106	Boston Fern.....	36.50	51.10
_____	42108	Indoor Tree 7'-9' Tall.....	121.75	170.45
_____	421071	Floor Plant 6'-7' Marginata	91.50	128.10
_____	421072	Floor Plant 6'-7' Benjamina ...	91.50	128.10
_____	421073	Floor Plant 6'-7' Areca	91.50	128.10
_____	421074	Floor Plant 6'-7' Schefflera	91.50	128.10
_____	4210100	Planter Box/per sq. ft. Please call for quote		
_____	4210111	Floor Plant 3'- 4' Marginata ...	55.25	77.35
_____	4210112	Floor Plant 3'- 4' Benjamina..	55.25	77.35
_____	4210113	Floor Plant 3'- 4" Areca.....	55.25	77.35
_____	4210114	Floor Plant 3'- 4" Schefflera..	55.25	77.35
_____	4210200	Hanging Plant.....	47.00	65.80
Floral				
_____	4220300	Small Vase Arrangement.....	78.00	109.20
_____	4220400	Fresh Cut Flowers	82.00	114.80
_____	4220500	Large Vase Arrangement.....	125.00	175.00
_____	4280999	Special Arrangements Please call for quote		
TOTAL				
<div> <div>Subtotal</div> <div>+</div> <div>13% HST</div> <div>=</div> <div>Total</div> </div>				



ARECA

Floor Plant 6'- 7' Tall
Floor Plant 3'- 4' Tall



BENJAMINA

Floor Plant 6'- 7' Tall
Floor Plant 3'- 4' Tall



MARGINATA

Floor Plant 6'- 7' Tall
Floor Plant 3'- 4' Tall



SCHEFFLERA

Floor Plant 6'- 7' Tall
Floor Plant 3'- 4' Tall

FREEMAN plants

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DISCOUNT PRICE
DEADLINE DATE
APRIL 21, 2017

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW:

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.
- Orders for Prestige carpet colours must be received by **APRIL 21, 2017**. Orders received after this date will not be guaranteed.
- All Custom Cut & Prestige Carpet orders are subject to a 100% cancellation charge.
- All carpets, padding and plastic covering contain recycled content and are recyclable.

PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal

CHOOSE YOUR CARPET COLOR - 28 oz.

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

28 oz. Rental - Price per sq. ft. (100 sq. ft. minimum)

			Online Price	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @		\$ 5.50	\$ 6.05	\$ 7.70	\$ _____
700 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @		\$ 5.25	\$ 5.80	\$ 7.35	\$ _____

CHOOSE YOUR CARPET COLOR - 40 oz.

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

40 oz. Rental - Price per sq. ft. (100 sq. ft. minimum)

			Online Price	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @		\$ 6.75	\$ 7.45	\$ 9.45	\$ _____
700 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @		\$ 6.25	\$ 6.90	\$ 8.75	\$ _____

CARPET PADDING - includes delivery, material handling, installation and removal

- Order padding by the sq. ft. if your size is not listed on the standard size carpet order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 1.40 \$ _____

Qty	Description	Online	Discount	Standard	Total
_____	Carpet Padding (90-700sq.ft.)(per sq.ft.).....	\$ 1.50	\$ 1.65	\$ 2.10	\$ _____
_____	Carpet Padding (Over 700sq.ft.)(per sq.ft.).....	\$ 1.50	\$ 1.65	\$ 2.10	\$ _____
_____	Double Carpet Padding (90-700sq.ft.)(per sq.ft.).....	\$ 2.00	\$ 2.20	\$ 2.80	\$ _____
_____	Double Carpet Padding (Over 700sq.ft.)(per sq.ft.).....	\$ 2.25	\$ 2.50	\$ 3.15	\$ _____

Our carpet padding consists of 95-100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

****All Utility lines must be installed before carpet installation. Utilities should be ordered in advance.****

TOTAL COST

Sub-Total _____ + 13% _____ = TOTAL _____

FREEMAN prestige carpet

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MAY 8, 2017**

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NAME OF SHOW:

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BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.
- All carpets, padding and plastic covering contain recycled content and are recyclable.

CLASSIC CARPET, PADDING AND PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Red

Qty	Description	Online Price	Discount	Standard	Total
_____	10' x 10' Classic Carpet	\$ 182.00	\$ 200.20	\$ 254.80	\$ _____
_____	10' x 20' Classic Carpet	\$ 340.75	\$ 374.85	\$ 477.05	\$ _____
_____	10' x 30' Classic Carpet	\$ 500.00	\$ 550.00	\$ 700.00	\$ _____
_____	10' x 40' Classic Carpet	\$ 660.00	\$ 726.00	\$ 924.00	\$ _____
_____	10' x 10' Carpet Padding	\$ 113.75	\$ 124.30	\$ 159.25	\$ _____
_____	10' x 20' Carpet Padding	\$ 227.50	\$ 250.25	\$ 318.50	\$ _____
_____	10' x 30' Carpet Padding	\$ 272.25	\$ 299.50	\$ 381.15	\$ _____
_____	10' x 40' Carpet Padding	\$ 364.00	\$ 400.40	\$ 509.60	\$ _____
_____	Plastic Covering (per sq ft)	\$ 0.75	\$ 0.85	\$ 1.05	\$ _____

CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, installation and removal **

- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in four standard colors.
- Order Custom Cut Classic Carpet if your size is not listed under the standard sizes.

Sample: Booth Size: 10 x 25 = 250 sq.ft. @ \$ 2.50 \$ 625.00

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Red

16 oz. Rental - Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount	Standard	Total
Per sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.25	\$ 2.50	\$ 3.15	\$ _____

CUSTOM CUT CARPET PADDING- includes plastic covering, delivery, installation and removal **

- Order carpet padding by the sq.ft. if your size is not listed under the standard sizes.

Sample: Booth Size: 10 x 25 = 250 sq.ft. @ \$ 1.40 \$ 350.00

Qty	Description	Online Price	Discount	Standard	Total
_____	Carpet Padding (90-700sq.ft.)(per sq.ft.)	\$ 1.50	\$ 1.65	\$ 2.10	\$ _____
_____	Carpet Padding (Over 700sq.ft.)(per sq.ft.)	\$ 1.50	\$ 1.65	\$ 2.10	\$ _____
_____	Double Carpet Padding (90-700sq.ft.)(per sq.ft.)	\$ 2.00	\$ 2.20	\$ 2.80	\$ _____
_____	Double Carpet Padding (Over 700sq.ft.)(per sq.ft.)	\$ 2.25	\$ 2.50	\$ 3.15	\$ _____

Our carpet padding consists of 95-100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

****All Utility lines must be installed before carpet installation. Utilities should be ordered in advance.****

TOTAL COST

Sub-Total _____ + 13% HST _____ = TOTAL _____

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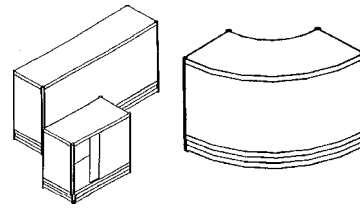
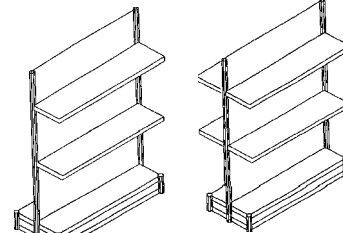



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NAME OF SHOW: _____
COMPANY NAME _____ BOOTH #: _____
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ACCESSORIES FOR RENTAL UNITS

SLATWALL 	CABINETS 	GONDOLAS 
JEWELLERS SHOWCASE  1M x 1/2M x 36"H	SCHADEBO SHOWCASE TOWER  40"W x 16"D x 79"H <small>With overhead light (power not included)</small>	DREAM FORCE COUNTERS  30"W x 8'H 41"W x 41.5"H

Qty	Part #	Description	Discount Price	Standard Price	Total
CABINETS & LOCKS					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" H.....	216.25	302.75	___
___	17306	1M x 1/2M x 42" H.....	235.75	330.05	___
___	17308	2M x 1/2M x 36" H.....	277.75	388.85	___
___	17309	2M x 1/2M x 42" H.....	306.00	428.40	___
___	173010	1M Radius x 1/2M x 36" H.....	236.25	330.75	___
___	173011	1M Radius x 1/2M x 42" H.....	248.25	347.55	___
___	17301	Cabinet Lock.....	23.25	32.55	___

SHOWCASE -Grey PVC only					
___	1755800	Schadebo Showcase 40"W.....	344.25	481.95	___
___	1755801	Schadebo Showcase 24"W.....	225.00	315.00	___
___	17551204	Jewellers Showcase 1M x 36"H.....	183.50	256.90	___
___	17809008	Dream Force Counter	262.50	367.50	___
___	17809009	Dream Force Counter w/backdrop	367.50	514.50	___

Qty	Part #	Description	Discount Price	Standard Price	Total
WALL PANELS					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC					
___	173521	1M x 8' H.....	187.50	262.50	___
___	173525	1/2M x 8' H.....	85.00	119.00	___
SLATWALLS - MAPLE ONLY					
___	1736100	1M x 8' H.....	108.25	151.55	___
GONDOLAS					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' H.....	163.00	228.20	___
___	174581	Single Sided 1M x 8' H.....	252.00	352.80	___
___	174542	Double Sided 1M x 4' H.....	228.25	319.55	___
___	174582	Double Sided 1M x 8' H.....	318.00	445.20	___

TOTAL COST

Subtotal + 13% HST = Total

FREEMAN exhibit accessories



RENTAL exhibits



Package 1

#171010



Package 1 upgraded with graphics and cabinet



Package 2

#171020



Package 2 upgraded with graphics and cabinet



Package 3

#171030



Package 3 upgraded with graphics and cabinet



Package 4

#171040



Package 4 upgraded with graphics and cabinet



Package 5

#171050



Package 5 upgraded with graphics and cabinet



Package 6

#171060



Package 6 upgraded with graphics and cabinet

Power and labour to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 watts

Questions? All packages can be customized or modified, depending on your specific requirements. To speak to a rental exhibit specialist, or for custom components, call the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

Carpet Color Options - Classic Carpet



gray



blue



black

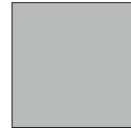


red

Color Options - Fabric and Hardwall Panels



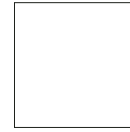
blue fabric



gray fabric



black fabric



white hardwall

Upgraded Carpet Color Options - Prestige Carpet



*navy



*black



*grey pearl



white



wedgewood



toast



sea breeze



pine



cabernet



cream



cardinal



charcoal

* Available inhouse. All other colours require 45 days notice. Orders received after 45 days will not be guaranteed.

Questions?

All packages can be customized or modified. To speak to a rental exhibit specialist call the number listed on Quick Facts. For additional custom examples click on the link below.

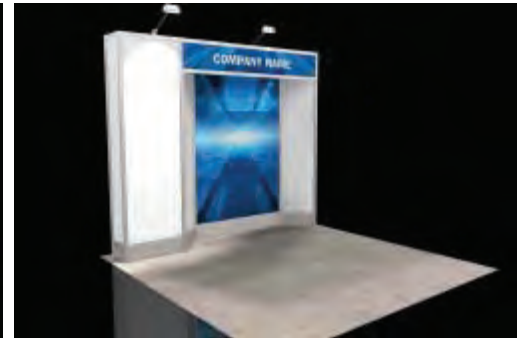
Upgrades available



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels

To view additional custom designs



www.freemanco.com/customexhibits

FREEMAN

940 Belfast Road
Ottawa, Ontario K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
MAY 8, 2017

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: _____

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

All exhibits include: installation/dismantle and material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), energized and labour to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	Total
Package 1	<input type="checkbox"/> 10' x 10'	1119.00	1566.60	<input type="checkbox"/> 10' x 20'	1645.75	2304.05	_____
Package 2	<input type="checkbox"/> 10' x 10'	843.50	1180.90	<input type="checkbox"/> 10' x 20'	1369.75	1917.65	_____
Package 3	<input type="checkbox"/> 10' x 10'	1048.00	1467.20	<input type="checkbox"/> 10' x 20'	1676.50	2347.10	_____
Package 4	<input type="checkbox"/> 10' x 10'	1099.00	1538.60	<input type="checkbox"/> 10' x 20'	1778.75	2490.25	_____
Package 5	<input type="checkbox"/> 10' x 10'	843.50	1180.90	<input type="checkbox"/> 10' x 20'	1369.75	1917.65	_____
Package 6	<input type="checkbox"/> 10' x 10'	945.75	1324.05	<input type="checkbox"/> 10' x 20'	1472.00	2060.80	_____

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Orders cancelled after production begins are subject to a 100% Cancellation Charge.

CHOOSE YOUR PANEL

☐ Blue Fabric ☐ Gray Fabric ☐ Black Fabric ☐ White Hardwall

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibits. The following colours are available:

Check colour choice

☐ Black ☐ Blue ☐ Red ☐ Gray

You may want to add padding or upgrade your carpet to one of our 15 designer colours in our PRESTIGE carpet line, now available in 28 oz. weight. Refer to our enclosed Carpet order form for colour selections and pricing.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). 4 arm lights (per 20' unit).

Note: Energized and labour to hang the lights are included in our standard rental exhibit package price.

*Power must be ordered separately for additional requirements.

HEADER IDENTIFICATION SIGN

Indicate which colour lettering you would like. We have a wide variety of standard colours available:

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Colour _____
☐ Red ☐ Teal ☐ White ☐ Dark Green ☐ Font Type _____

*Unless font type is indicated, Helvetica will be used.

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Coloured Metal ☐ Recyclable Graphics
☐ Coloured Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board

TOTAL COST

Sub-Total _____ + 13% HST _____ = TOTAL _____

FREEMAN

940 Belfast Road
Ottawa, Ontario, K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com



**DISCOUNT PRICE
DEADLINE DATE
MAY 8, 2017**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW:

COMPANY NAME:

BOOTH #:

BOOTH SIZE: X

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

SMARTFABRIC RENTAL EXHIBIT

SmartFabric Exhibits provide a custom printed fabric back wall graphic to keep and re-use on future events.



Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit	\$ 1995.00	\$ 2793.00	_____
_____	10' x 20' SmartFabric Exhibit	\$ 3795.00	\$ 5313.00	_____

SmartFabric Rental Exhibits Include:

- 116.5" X 92.5" Custom Fabric Graphic (10' x 10') (Purchase)
- 233.5" X 92.5" Custom Fabric Graphic (10' x 20') (Purchase)
- Carrying Case for Graphic (Purchase)
- Rental Frame
- Classic Carpet 10'x10' or 10'x20' (Select color below)**
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10' unit)
- 2 Clear Acrylic Shelves (per 10' unit) (36" x 12", up to 15lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

Classic Carpet:

☐ Black ☐ Blue ☐ Gray ☐ Red

CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

FRAME ONLY RENTAL EXHIBIT

The SmartFabric frame only option unit is for exhibitors who have previously rented the SmartFabric exhibit (above) and have the fabric back wall graphic ready for re-use. If you need a new graphic made, please select the SmartFabric Rental Exhibit (above). No fabric graphics will be printed without the rental unit.



Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Exhibit	\$ 1195.00	\$ 1673.00	_____
_____	10' x 20' Frame Only Exhibit	\$ 1995.00	\$ 2793.00	_____

Frame Only Rental Exhibits Include:

- Rental Frame
- Classic Carpet 10'x10' or 10'x20' (Select color below)**
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10' unit)
- 2 Clear Acrylic Shelves (per 10' unit) (36" x 12", up to 15lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

Classic Carpet:

☐ Black ☐ Blue ☐ Gray ☐ Red

ACCESSORIES (For use only with SmartFabric Rental Exhibit or Frame Only Rental Exhibit)

Qty	Description	Discount Price	Standard Price	Total
_____	SmartFabric Arm Light	\$ 65.00	\$ 91.00	_____
_____	SmartFabric Clear Acrylic Shelf (36" x 12", up to 15lbs.)	\$ 50.00	\$ 70.00	_____
_____	SmartFabric Carrying Case (Purchase)	\$ 20.00	\$ 28.00	_____

QUICK TIPS

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. Orders cancelled after production begins are subject to a 100% cancellation charge.
- If shipping literature or products to the show, material handling rates will apply to those items
- The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

TOTAL COST

Sub-Total	+	13%	=	Total Cost
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FREEMAN

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Ottawa, Ontario K1G 4A2
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freemanottawaES@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
MAY 8, 2017

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: _____
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

GRAPHICS AND SIGNS

To order your graphics, complete this order form and attach your sign copy or electronic file.
Please see guidelines for electronic files on the reverse side of this form.

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-colour, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

_____ L X _____ W = _____ sq. ft.

sq. ft. _____ x \$19.00 = \$

- \$19.00 per sq. ft. (standard price \$28.50)
- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or colour correcting may incur additional labour charges. (See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____

Application _____

PMS Colours _____

Backing Material:

- | | |
|--------------------------------------|------------------------------------|
| Foamcore <input type="checkbox"/> | Masonite <input type="checkbox"/> |
| PVC <input type="checkbox"/> | Plexi <input type="checkbox"/> |
| Gatorfoam <input type="checkbox"/> | Eco-Board <input type="checkbox"/> |
| Ultra-Board <input type="checkbox"/> | Other <input type="checkbox"/> |

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

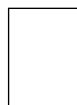
QTY.	Discount Price	Standard Price	TOTAL
7" x 11" _____ @	\$34.00	\$51.00 = \$	_____
7" x 22" _____ @	\$39.25	\$58.90 = \$	_____
7" x 44" _____ @	\$57.25	\$85.90 = \$	_____
9" x 44" _____ @	\$62.50	\$93.75 = \$	_____
11" x 14" _____ @	\$41.75	\$62.65 = \$	_____
14" x 22" _____ @	\$70.25	\$105.40 = \$	_____
14" x 44" _____ @	\$80.75	\$121.15 = \$	_____
22" x 28" _____ @	\$80.75	\$121.15 = \$	_____
28" x 44" _____ @	\$158.75	\$238.15 = \$	_____
20" x 60" (white only) _____ @	\$156.25	\$234.40 = \$	_____
40" x 60" (white only) _____ @	\$309.75	\$464.65 = \$	_____

Note: File conversion, retouching, cloning or colour correcting may incur additional labour charges. (See page 2 for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

- Please feel free to attach additional sign copy on separate page.

Vertical



Horizontal



Use Your Judgment For Sign Layout



Background Colour: _____

Lettering Colour: _____

TOTAL COST

Subtotal + 13% HST = Total

FREEMAN graphics & signs

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. The purpose is to assist you in the process of creating files that are acceptable for production. If you are sending finished print ready files, please pass this information along to your graphic designer or art department. Please use the acceptable software and file types listed below. Make certain to follow the resolution guide to help make your image quality ideal for viewing. Also, accurate color matching can be realized if you follow the color guidelines. Adhering to these guidelines will greatly enhance the accuracy of your artwork for production.

Please Provide the Following When Submitting Artwork

RASTER ART (photos, logos containing any continuous tone images):

- Art Submitted at 1:1 (100%), resolution should be no less than 60dpi (100dpi preferred)
- Art Submitted at 2:1 (50%), resolution should be no less than 120dpi (200dpi preferred)
- Art Submitted at 4:1 (25%), resolution should be no less than 240dpi (400dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

FONTS and LINKS:

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

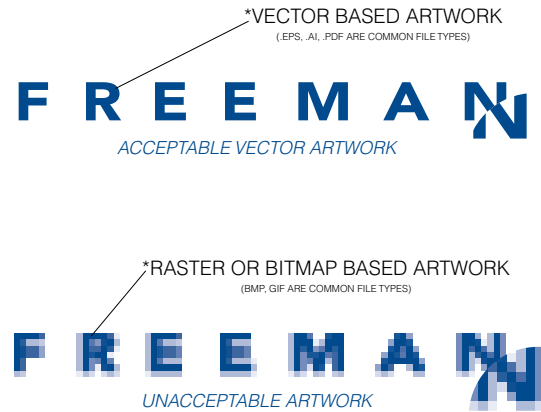
COLOR (when color match is required follow these requirements):

- If PMS color matching is required, please use original Pantone®+ Solid Coated® swatches in your artwork. Modifying Pantone® names will result in printing default color (CMYK).
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC profile information used to print your samples. Best option would be to include our ICC chart on your prints. To obtain the file, please contact memo.nuhbegovic@freemanco.com

ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4 " of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ARTWORK EXAMPLE



Acceptable Software



Freeman prefers Adobe Creative Suite software (PC or Mac).

Please always provide:

- **Native files with fonts and links** (zipped)
- **High-res PDF-X/4 exports of the files.**

If you are an Illustrator CC user: "Packaging" feature is highly recommended. For all other versions of Adobe AI (CS6, CS5... etc) please embed linked images and convert fonts to outlines. InDesign files should always be Packaged.

Acceptable File Types and Support Files

NATIVE FILES:

- **AI CLOUD (CC) file** with Packaged supporting links and fonts. You may keep images linked for faster file opening, but Packaging feature must be used.
- **AI (CS6, CS5, CS4...)** file with embedded links and outlined fonts
- **EPS file** with embedded links and outlined fonts
- **INDD file** with Packaged supporting links and fonts

PRINT FILES:

- **High-res PDFX/4** (preferred)
- **AI with PDF content** (choose this option when saving file)
- **EPS files** with embedded links and outlined fonts

RASTER OR BITMAP ART:

- **Photoshop EPS** (Preferred, use 8-bit preview, Max. Quality JPG compression)
- **PSD** (make sure font layers are rasterized)
- **TIFF, JPG** (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

Verifying resolution on a screen

Adjust zoom till this page measures 8.5" in width. Observe images from different distances. We noticed that from a few feet away anything above 60dpi looks acceptable!



Ways to Submit Final Artwork

- Files below 10MB can be delivered via email.
- Larger files can be sent via disc or uploaded to the Freeman FTP site: <ftp://ftp.myfreeman.com/> userid: **freeman** password: **ask for current one**



CANSEC

MAY 31 & JUNE 1, 2017
EY CENTRE, OTTAWA, ON
OUTDOOR STATIC DISPLAY RULES & REGULATIONS

EXHIBIT AREA

The flooring of the Outdoor Static Display Area is asphalt. The perimeter of the display area will be enclosed with fencing. A security check-point will be in place at the entrance of the display area; only delegates with badges will be permitted into the Static Display Area during show days.

CADSI will not provide tents, electrical power, and/or air-conditioning devices for your exhibit area. We have secured Freeman, official contractors for the show, to provide these services. Please find the contact information below.

TENT RENTAL – ELECTRICAL SERVICES

Contact: Nicole Laframboise

Nicky.Laframboise@freemanco.com

Tel: (613) 748-7180 x 240

Fax: (613) 748-5977

AUXILIARY POWER

Running auxiliary power units and/or vehicles during the show days (May 31 & June 1, 2017) is not permitted.

GENERATORS

Generator rentals are exclusive to Freeman Electrical Services. Exhibitors are not allowed to bring or utilize generators for running electricity or generating electricity due to liability and insurance concerns. If the generator is a demo unit, it may be operated on intermittent use. CADSI & Freeman approval is required.

CANSEC 2017 EXHIBIT REGULATIONS

All CANSEC 2017 Exhibit Regulations (see attached) apply to exhibitors in the Outdoor Static Display Area, with the exceptions as noted herein.

OUTDOOR SECURITY

CANSEC will provide 24-hour park perimeter security coverage beginning Saturday, May 27 and will continue through the end of move-out. If you wish to utilize additional security, you must order a Security Guard through Doug Kirkland, CANSEC Director of Security.

Kirkland Strategies Inc
Contact: Doug Kirkland
Email: kirkstratinc@sympatico.ca
Tel: (613) 526-9900

NOTE: Canadian law prohibits security guards from carrying fire arms. If you require armed security services, a police officer will need to be hired, which can also be contracted through Kirkland Strategies Inc.

OUTDOOR EXHIBITOR MOVE-IN

Monday, May 29th & Tuesday, May 30th

Once you have submitted your contract for the Outdoor Static Display area, you may contact Freeman who will provide you with a move-in time; it is critical your team adheres to the scheduled times to ensure a smooth move in for all exhibitors. Move in times will be assigned on a first come, first served basis.

If you choose to have a tent over your outdoor exhibit area, it will only be installed by Freeman at the end of the move-in. Pre-setting your tent may hinder the move-in of another exhibitor, thus causing additional challenges.

OUTDOOR SHOW HOURS

Wednesday, May 31st from 0900–1700

Thursday, June 1st from 0900–1600

Exhibitors may enter the exhibition two (2) hours before official opening and may remain (1) hour after closing time.

OUTDOOR EXHIBITOR MOVE-OUT

At the close of CANSEC, electrical power will be turned off promptly at 1600 on Thursday, June 1st. Exhibitors needing power beyond this time must contact Freeman Electrical Services to make special arrangements.

Friday, June 2nd from 0800 to 1700

All exhibitor materials must be removed from the Outdoor Static Display Area by 1700 hours. All carriers must check-in no later than noon on June 2nd

F R E E M A N

940 Belfast Road
Ottawa, ON K1G 4A2
Ph: 613-748-7180 • Fax: 613-748-5977
freemanottawaES@freemanco.com



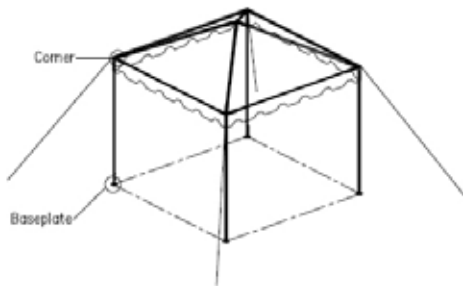
DISCOUNT PRICE
DEADLINE DATE: MAY 8, 2017
DEADLINE FOR ORDERING:
MAY 12, 2017

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: _____
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

- Tents are white
- Tents are blocked
- Blocks require an additional 2' of space per base plate (i.e. for a 10' X 10' tent, will use 12' X 12' space)
- No walls supplied. If required please call Freeman.



Qty: _____ 4 blocks - 10' x 10' tent

Discount Price	Standard Price
\$450.00	\$585.00
Part # 10-80-1010	



Qty: _____ 10 blocks - 20' x 30' tent

Discount Price	Standard Price
\$1,237.50	\$1,608.75
Part # 10-80-2030	



Qty: _____ 6 blocks - 10' x 20' tent

Discount Price	Standard Price
\$705.00	\$916.50
Part # 10-80-1020	



Qty: _____ 8 blocks - 20' x 20' tent

Discount Price	Standard Price
\$900.00	\$1,170.00
Part # 10-80-2020	

****Please complete the attached
Tent Waiver Form**

TOTAL COST

Subtotal: _____ + 13 HST _____ = Total _____

FREEMAN tent form

WAIVER LIABILITY AGREEMENT

Freeman: Freeman Expositions Ltd.

Show Name: CANSEC 2017

Booth: _____

Facility: EY CENTRE

Customer: _____

Customer Authorized Agent: _____

Address: _____

Work Phone: _____ Title: _____

Agreement made this ____ day _____ of 2017.

DESCRIPTION OF EQUIPMENT TO BE DELIVERED

DESCRIPTION OF SET-UP / STRIKE

Limited Warranty: FREEMAN DOES NOT WARRANT THE FITNESS, MERCHANTABILITY, DESIGN, CONDITION, CAPACITY, SUITABILITY, OR PERFORMANCE OF THE EQUIPMENT. FREEMAN MAKES NO EXPRESS OR IMPLIED WARRANTIES AND LEASES THE EQUIPMENT "AS IS" AND "WITH ALL FAULTS. Freeman shall assign all warranties made by the seller and/or manufacturer of the Equipment to Customer. In the event of any claim concerning the location, installation, repair, or use of the Equipment or any other claim concerning the Equipment, regardless of cause or consequence, Customer's only remedy, if any, is against the seller or manufacturer of the Equipment.

INSURANCE: Customer agrees to carry adequate insurance to protect its employees and property used in connection with the Equipment and hereby agrees to provide Freeman Expositions Ltd., with a certificate of insurance evidencing such coverage and naming Freeman Expositions Ltd., as additional insured.

INDEMNIFICATION: Customer hereby agrees, on behalf of itself and its insurers, to release and hold harmless Freeman Expositions Ltd., its employees, directors, stockholders, agents and representatives from and against any and all loss, damages and liability (including reasonable attorney's fees and expense) arising out of the rental of the above detailed Equipment from Freeman, the acts or omissions of Freeman labour (unless supervision was ordered by from Freeman) in connection with the Equipment, and any and all damage, loss or theft of Customer's property used in connection with the Equipment.

INCORPORATION: The terms and conditions contained in the Show kit shall apply to the rental of the Equipment.

CUSTOMER HEREBY ASSUMES FULL RESPONSIBILITY FOR RISK OF LOSS OF THE EQUIPMENT WHILE IN ITS CARE, CUSTODY OR CONTROL

Executed by:

Agreed to by:

(Employee Name / Title)

(Lessee Name / Title)

Freeman Expositions Ltd.

Company Representing:

Date: _____

Date: _____

FREEMAN

940 Belfast Road
Ottawa, Ontario K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com



INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: _____
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

DISPLAY LABOUR (One Hour Minimum per Worker)

Description	Advanced	Show Site
Straight Time- 8:00 A.M. to 4:00 P.M. Monday through Friday.....	\$ 64.00	89.75
Overtime- 6:00 A.M. to 8:00 A.M. and 4:00 P.M. to 12:00 Midnight Monday through Friday		
6:00 A.M. to 12:00 Midnight Saturday and Sunday.....	\$ 96.00	134.75
Double Time- 12:00 Midnight to 6:00 A.M. and recognized holidays	\$ 128.00	179.50

- Show Site prices will apply to all labour orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- Supervisor must check in at the Service Desk to pick up labour.
- One hour minimum per person - labour thereafter is charged in half (1/2) hour increments.
- Labour must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labour, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOUR

- ☐ **Freeman Supervised Labour - Please complete page 2 of this form.**
- Installation of your exhibit will be completed at our discretion prior to show opening.
 - The charge for this service is 30% of the total installation labour bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

- ☐ **Exhibitor Supervised Labour (Supervisor must check in at Service Desk to pick up labour)**

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	= _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	= _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	= _____	@ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00) = \$ _____						
13% HST = \$ _____						
Total Installation = \$ _____						

DISMANTLE LABOUR

- ☐ **Freeman Supervised Labour - Please complete page 2 of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
 - The charge for this service is 30% of the total dismantle labour bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

- ☐ **Exhibitor Supervised Labour (Supervisor must check in at Service Desk to pick up labour)**

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	= _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	= _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	= _____	@ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00) = \$ _____						
13% HST = \$ _____						
Total Dismantle = \$ _____						



NAME OF SHOW: _____

COMPANY NAME: _____

BOOTH#: _____

CONTACT NAME: _____

PHONE#: _____

FREEMAN SUPERVISED LABOUR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

Total No. of: _____ Crates _____ Cartons _____ Fiber Cases _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement: _____ Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

☐ Expedited

☐ **Other (list carrier name & phone number):**

☐ Other Common Carrier: _____

☐ Other Air Freight: _____

☐ Van Line: _____

FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: _____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

☐ Reroute via Freeman's choice

☐ Deliver back to Freeman warehouse at Exhibitor's expense.

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.

FREEMAN installation & dismantle

FREEMAN

940 Belfast Road
Ottawa, Ontario K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com



INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: _____
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FORKLIFT

Straight Time - 8:00 A.M. to 4:00 P.M. Monday through Friday
Overtime - 6:00 A.M. to 8:00 A.M. and 4:00 P.M. to 12:00 Midnight Monday through Friday
6:00 A.M. to 12:00 Midnight Saturday and Sunday
Double Time - 12:00 Midnight to 6:00 A.M. and recognized holidays

- Show Site prices will apply to all labour orders placed at show site.
- Start time guaranteed only at start of working day
- One hour minimum - labour thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pickup labour
- When scheduling dismantle labour, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advanced	Show Site
-------	-------------	----------	-----------

FORKLIFT LABOUR - Installation

30401	Forklift w/operator - up to 5,000 lbs - ST.....	\$162.75	\$228.00
30402	Forklift w/operator - up to 5,000 lbs - OT.....	\$194.25	\$272.00
30403	Forklift w/operator - up to 5,000 lbs - DT.....	\$226.50	\$317.00

FORKLIFT LABOUR - Dismantle

31401	Forklift w/operator - up to 5,000 lbs - ST.....	\$162.75	\$228.00
31402	Forklift w/operator - up to 5,000 lbs - OT.....	\$194.25	\$272.00
31403	Forklift w/operator - up to 5,000 lbs - DT.....	\$226.50	\$317.00

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Subtotal	
_____							13% HST	
_____							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Subtotal	
_____							13% HST	
_____							Total	

IT IS OUR PLEASURE TO ANNOUNCE

Freeman Exhibit Transportation, in conjunction with **North American Logistics Services** will be providing **Canadian Customs Clearance Services** as well as, U.S. customs clearance for the return of your shipment (if applicable) for:



MAY 31 - JUNE 1, 2017

Freeman Exhibit Transportation / North American Logistics Services will manage all of your customs clearance formalities and ensure your products arrive at the show. Should you require a copy of our **FREEMAN SHIPPING & CUSTOMS GUIDE**, please complete the form below and we will be more than happy to send everything you need and assist you in making the customs procedures as painless and effortless as possible.

Our **FREEMAN SHIPPING & CUSTOMS GUIDE** includes all the documents and information needed to ship to Canada and return. Freeman Transportation personnel will guide you through every step necessary to ensure that your goods are cleared through Canada customs in a timely manner. In addition, they will be at show site during move-in, show hours and during move-out for your convenience.

As an added benefit, customs clearance and transportation services will be invoiced to you along with all other Freeman services we offer at the show.

Should you have any questions or would like a quote please contact our Exhibit Transportation & Customs Clearance Services Team at 1-877-478-1113 (Toll Free) or by fax at 905-951-3145
WE LOOK FORWARD TO WORKING WITH YOU

PLEASE SEND _____ COPY/COPIES OF YOUR **FREEMAN SHIPPING & CUSTOMS GUIDE**

Name: _____

Email: _____

Fax: _____ Tel: _____

Company Name: _____

City: _____ State: _____ Zip Code: _____

Booth#: _____



1. Vendor (Name and Address) / Vendeur (Nom et Adresse) ACME Company 1234 Coyote Lane Desert City, Sahara, USA 54321 Attn: Wily Coyote @ 416-555-1212		2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada January 1, 2001 > "Shipping Date"	
4. Consignee (Name and Address) / Destinataire (Nom et Adresse) ACME Company c/o Freeman 61 Browns Line Toronto, Ontario M8W-3S2 Show: Vegetables Fair Booth#: _____		3. Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) "Your IRS or Fed Tax ID"	
5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)		6. Country of Transshipment / Pays de transbordement	
7. Country of Origin of Goods Pays d'origine des marchandises USA		If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? Yes <input checked="" type="checkbox"/> OUI NO <input type="checkbox"/> NON		9. Condition of Sales and Terms of Payment (i.e.: Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)	
8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada Via Ground, Desert City, Sahara		10. Currency of Settlement / Devises du paiement USD	
11. No. of Pkgs. Nbre. De colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics, i.e.: Grade Quality Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques, p. ex. Classe, qualité)	13. Quantity (State Unit) Quantité (Preciser l'unité)	14. Unit Price Prix Unitaire
			15. Total
1	Case - Display Booth (knockdown) with Graphics.	1	\$6,000.00
1	Box of Company Brochures "Title: Vegetable & Things"	1	\$120.00
1	Box of give-away Pens	150	\$0.25
Canadian Customs Clearance by: Freeman 1-877-478-1113			
XI.1 Total Number of Pieces / Nombre total de pièces 3		16. Total Weight / Poids total Net Gross / Brut 156 lbs.	
18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case Commercial Invoice No. / No. De la facture commerciale		17. Invoice Total Total de la facture \$6,157.50	
19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (Name and Address) Expéditeur d'origine (Nom et adresse) Same as Consignee	
21. Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/>	
23. If included in field 17 indicate amount Si compris dans le total à la zone 17, préciser (i) Transportation charges, expenses and insurance From the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du lieu d'expédition directe vers le Canada \$ _____ (ii) Costs for construction, erection, and assembly incurred after importation into Canada Les coûts de construction, de montage et d'assemblage après importation au Canada \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____		24. If not included in field 17 indicate amount Si non compris dans le total à la zone 17, préciser (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au lieu d'expédition directe vers le Canada \$ _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____	
25. Check (if applicable) Cocher (s'il y a lieu) (i) royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ultérieurs ont été ou seront versés par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods and services for use in the production of these goods L'acheteur a fourni des biens ou des services pour la production de ces marchandises <input type="checkbox"/>			



CANADA CUSTOMS INVOICE

North American Logistics Inc

Page _____ of _____

1. Vendor (Name and Address) / Vendeur (Nom et Adresse)		2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada	
4. Consignee (Name and Address) / Destinataire (Nom et Adresse) <div style="display: flex; justify-content: space-between; margin-top: 20px;"> Show: Booth#: </div>		3. Other References (Include Purchaser's Order No.) Autres references (include le no de commande de l'acheteur)	
		5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)	
		6. Country of Transshipment / Pays de transbordement	
7. Country of Origin of Goods Pays d'origine des marchandises		If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
		9. Condition of Sales and Terms of Payment (i.e.: Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement. (Ex. Vente, Expédition en consignation, location de marchandises, etc.)	
VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? Yes <input type="checkbox"/> OUI NO <input type="checkbox"/> NON		10. Currency of Settlement / Devises du paiement	
8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada <div style="text-align: center; margin-top: 20px;">Via</div>		11. No. of Pkgs. / Nbre. De colis	
12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics, i.e. Grade Quality Designation des articles (Nature des colis, marques et numeros, description générale et caractéristiques, p. ex. Classe, qualité)		13. Quantity (State Unit) / Quantité (Préciser l'unité)	
CANADIAN CUSTOMS CLEARANCE BY: Freeman Customs Services 877-478-1113		Replacement Value / Valeur de Remplacement	
		14. Unit Price / Prix Unitaire 15. Total	
XI.1 Total Number of Pieces / Nombre total de pièces		16. Total Weight / Poids total <div style="display: flex; justify-content: space-between;"> Net Gross / Brut </div>	
18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/>		17. Invoice Total / Total de la facture	
19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (Name and Address) Expéditeur d'origine (Nom et adresse) <div style="text-align: center; margin-top: 10px;">Same as Consignee</div>	
21. Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case XX	
23. If included in field 17 indicate amount Si compris dans le total à la zone 17, préciser (i) Transportation charges, expenses and insurance From the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du lieu d'expédition directe vers le Canada \$ _____ (ii) Costs for construction, erection, and assembly incurred after importation into Canada Les coûts de construction, de montage et d'assemblage après importation au Canada \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____		24. If not included in field 17 indicate amount Si non compris dans le total à la zone 17, préciser (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au lieu d'expédition directe vers le Canada \$ _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____	
25. Check (if applicable) Cocher (s'il y a lieu) (i) royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ultérieurs ont été ou seront versés par l'acheteur <div style="text-align: center; margin-top: 10px;"><input type="checkbox"/></div> (ii) The purchaser has supplied goods and services for use in the production of these goods L'acheteur a fourni des biens ou des services pour la production de ces marchandises <div style="text-align: center; margin-top: 10px;"><input type="checkbox"/></div>			



**COMPLETE THIS FORM ONLY IF YOU ARE
SHIPPING YOUR EXHIBIT MATERIALS BY
FREEMAN EXHIBIT TRANSPORTATION AND/
OR ORDERING CUSTOMS CLEARANCE**

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: _____
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 1-877-478-1113 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- By selecting below, you are authorizing Freeman to effect customs clearance and/or pick-up and deliver your shipment.

SELECT SERVICE(S):

- ☐ Transportation & Customs Clearance
(Complete all sections of this form & Canada Customs Invoice)
- ☐ Transportation Only
(Complete all sections of this form)
- ☐ Customs Clearance Only
(Complete pick-up information, shipping information & Canada Customs Invoice)

PICK UP INFORMATION:

Requested Pick Up Date: _____

IRS #: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) _____ (Province/State) _____ (Zip/Postal Code) _____

DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**
Exhibiting Company Name / Booth #
CANSEC

C/O: Freeman
940 Belfast Road
Ottawa, Ontario, Canada K1G 4A2

MUST BE DELIVERED BY MAY 19, 2017

- ☐ I will be shipping to the **SHOWSITE**
Exhibiting Company Name / Booth #
CANSEC

C/O: Freeman
4899 Uplands Drive, EY Centre
Ottawa, Ontario, Canada K1V 2N6

DELIVERY: PLEASE SEE FREIGHT MOVE-IN SCHEDULE

TYPE OF SERVICE - Choose One

- ☐ 1 Day: Delivery next business day (before 5:00 p.m.)
- ☐ 2 Day: Delivery by 5:00 P.M. second business day
- ☐ Deferred: Delivery within 3 - 4 business days
- ☐ Declared Value Canadian\$ _____

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

- ☐ Standard Ground: Dependent on distance
- ☐ Expedited Ground: Tailored to specific requirements
- ☐ Specialized: Pad wrapped, uncrated, or truckload

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Est. Weight
_____ Crates (wooden)	_____
_____ Cartons (cardboard)	_____
_____ Cases/Trunks (fiber) (colour _____)	_____
_____ Skids/Pallets	_____
_____ Carpet (colour _____)	_____
_____ Other (_____)	_____
_____ Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

- ☐ Please check this box if you would like to schedule outbound Freeman Exhibit Transportation. Our Exhibit Transportation team will supply you with a Material Handling Agreement at show site for your shipping instructions and signature. In order to pre-print your Outbound Material Handling Agreement and labels, please complete the following information **if your return address is different from pick up address:**
- _____
- _____
- _____

Number of Labels: _____

FAX THIS COMPLETED FORM TO:
613-748-5977

**A TRANSPORTATION EXPERT
WILL CALL YOU TO CONFIRM
RECEIPT OF ORDER AND
FINALIZE DETAILS**

SHOW #433257

FREEMAN

940 Belfast Road
Ottawa, Ontario K1G 4A2
Tel: (613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com



INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: _____
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freemanco.com/store, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labour to unload. **Federal Express, UPS, and DHL** are included in this category due to their delivery procedures. (See definitions on back)

UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

CARPET &/OR PAD ONLY: Shipments that consist of loose carpet and / or padding only require additional labour and equipment to unload.

STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday

OVERTIME: 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment ST (200 lb. minimum) beginning April 28, 2017		
Crated or Skidded Shipment.....	\$ 75.50	151.00
Special Handling Shipment.....	\$ 98.25	196.50
Carpet and/or Pad Only Shipment.....	\$113.25	226.50
Show Site Shipment ST (200 lb. minimum) beginning: Please see move-in schedule		
Crated or Skidded Shipment.....	\$ 65.00	130.00
Special Handling Shipment.....	\$ 84.50	169.00
Uncrated or Pad Wrapped Shipment.....	\$ 97.50	195.00
Carpet and/or Pad Only Shipment.....	\$ 97.50	195.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment.....	\$ 45.00	
Per Shipment (after May 19, 2017).....	\$ 64.00	

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after May 19, 2017	\$ 19.00	38.00
Show Site Shipment May 30, 2017 after 4:30pm	\$ 16.25	32.50
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 16.25	32.50
Special Handling Shipment.....	\$ 21.25	42.50
Uncrated or Pad Wrapped Shipment.....	\$ 24.50	49.00
Carpet and/or Pad Only Shipment.....	\$ 24.50	49.00
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 16.25	32.50
Special Handling Shipment.....	\$ 21.25	42.50
Uncrated or Pad Wrapped Shipment.....	\$ 24.50	49.00
Carpet and/or Pad Only Shipment.....	\$ 24.50	49.00

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
		13% HST	
		Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labour, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labour is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, and DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting points.

What about carpet only shipments?

Shipments that consist of loose carpet and / or padding only require additional labour and equipment to unload.

FREEMAN

940 Belfast Road
Ottawa, Ontario K1G 4A2
Tel: (613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com



OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: _____
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE THIS FORM AND RETURN IT TO THE FREEMAN SERVICE DESK.

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____
DELIVERY ADDRESS: _____
CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL CODE: _____
PHONE#: _____ ATTN: _____

BILL TO: ☐ SAME AS SHIP TO

COMPANY NAME: _____
BILLING ADDRESS: _____
CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL CODE: _____

METHOD OF SHIPMENT

Select a Carrier:

- ☐ **Freeman Exhibit Transportation**
Charges will appear on your Freeman invoice.
- ☐ **Other Carrier**
Carrier Name: _____
Carrier Phone: _____

(Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
Arrangements for pick-up by all other carriers are the responsibility of the exhibitor.)

Select a Level of Service:

- ☐ 1 Day: Delivery next business day*
**Some restrictions may apply. Please contact our Exhibit Transportation team (877) 478-1113.*
- ☐ 2 Day: Delivery by 5:00 PM second business day
- ☐ Standard Ground
- ☐ Specialized: Pad wrapped, uncrated or truckload
- ☐ Deferred: Delivery within 3-5 business days

Select Shipment Options:

- ☐ Have loading dock ☐ Lift gate required
☐ Inside delivery ☐ Air ride required
☐ Pad wrap required ☐ Residential
☐ Do not stack

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

Select Desired Number of Labels: _____

Once your shipment is packed and ready to be picked up from your booth, please return the completed material Handling Agreement to the Freeman service desk. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at the exhibitor's expense.

In the event your selected carrier (other than Freeman) fails to show on final move-out day,

Please select one of the following options:

- ☐ Reroute via Freeman's choice.
- ☐ Delivery back to warehouse at Exhibitor's expense*
* Return to warehouse rates are based on weight . A minimum charge of \$120.00 plus applicable taxes will apply. Materials that have not been picked up by your selected carrier after 5 business days will be subject to storage fees.

FREEMAN outbound shipping

WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express, UPS, Purolator, DHL and Canada Post, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express, UPS, Purolator, DHL and Canada Post, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Quick Facts.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are four categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labour to unload. Federal Express, UPS, Purolator, DHL and Canada Post are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

Carpet and/or Pad Only: shipments that consist of loose carpet and/or padding only require additional labour and equipment to unload.

- All inbound and outbound shipments are subject to overtime charges if the shipment is received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the Freeman Service Centre. Once the container is completely empty place a label on each container individually. Labeled empty containers will be picked up periodically and store in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Centre at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Centre.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Centre.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Forklift Order Form for available equipment.
- Advance and show site orders for equipment and labour will be dispatched once a company representative signs the labour order at the Freeman Service Centre.
- Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

- Cranes
- Accessible storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

FREEMAN

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

MUST BE DELIVERED BY MAY 18, 2017

TO: _____

c/o **Freeman**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA K1G 4A2

WAREHOUSE



CANSEC

Event _____

Booth No. _____ No. of pcs _____ Carrier _____

FREEMAN

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

MUST BE DELIVERED BY MAY 18, 2017

TO: _____

c/o **Freeman**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA K1G 4A2

WAREHOUSE



CANSEC

Event _____

Booth No. _____ No. of pcs _____ Carrier _____

**THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE**

FREEMAN

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

SHOW SITE

TO: _____

c/o **Freeman**

4899 UPLANDS DRIVE, EY CENTRE

OTTAWA, ONTARIO, CANADA K1V 2N6

SHOW SITE



CANSEC

Event _____

Booth No. _____ No. of pcs _____ Carrier _____

FREEMAN

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

SHOW SITE

TO: _____

c/o **Freeman**

4899 UPLANDS DRIVE, EY CENTRE

OTTAWA, ONTARIO, CANADA K1N 2N6

SHOW SITE



CANSEC

Event _____

Booth No. _____ No. of pcs _____ Carrier _____

**THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE**

ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at its location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

Do I need to order labour?

As the official service contractor, electrical installations must be performed by Freeman union labour. Labour is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labour orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labour for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labour order form for further details, rules and regulations.

What is an electrical layout and why do I need one?

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

Where does the power come from?

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

Where will my power be located?

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

What if I need power at another location besides the rear of my booth? What if I have multiple power locations?

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

How many places will I have to plug in? How many things can I plug in?

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 1500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 1500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 1100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only cannot accommodate power strips and require labour for installation.

Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labour is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

Will my floor work be completed before I arrive?

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labour and material charges apply.

When will my power be turned on?

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labour. Typically, exhibitors themselves can hang up to 7 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labour is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labour may be required to hang the lights.

Do I need to order labour to plug in my lights or equipment?

Most 120 volt connections do not require labour. Exhibitors are welcome to plug in their own standard office devices. Labour is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labour, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labour is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labour, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

Additional questions?

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.freemanco.com/store.

F R E E M A N
ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please **do not** simply place an X where power is required.*
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

DATES _____

BOOTH # _____

Adjacent Aisle or Booth# _____

[illegible]

Adjacent Aisle or Booth #

A measurement scale can be applied as necessary to reflect the size of your booth.

10 x 10 use 1 square = 1/4 foot

20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

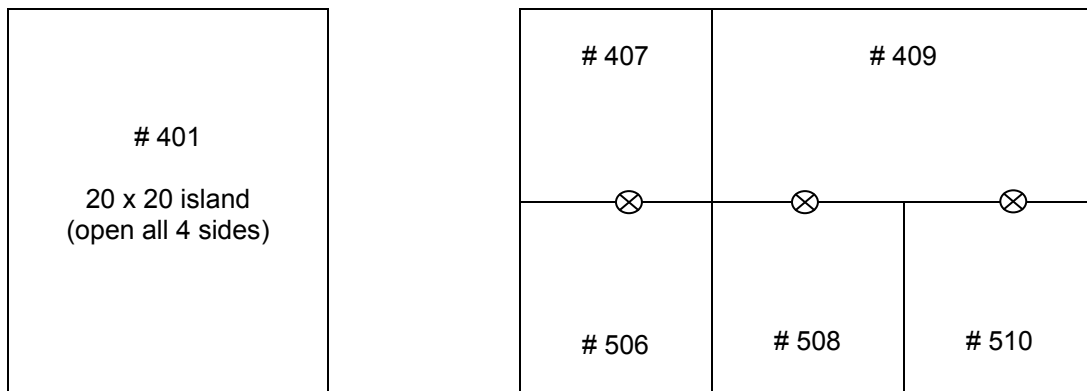
2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

3. Booth orientation.

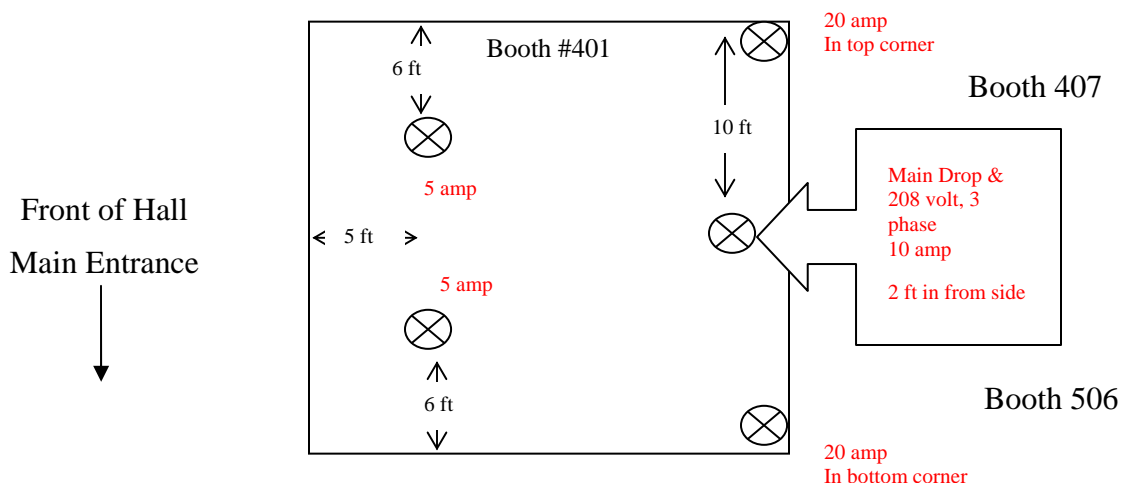
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



F R E E M A N

ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts),
5 - 100 watt light bulbs = (5x100 = 500 watts)

Please feel free to contact our electrical specialists at FreemanES@freemanco.com with any additional questions.

	WATTAGE		WATTAGE
Blender	475-1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700-1100
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Cash Register	100-200	Juicer - Double	1000
Coffee Pot - Household Size	600-1200	Laminator	2000
Coffee Pot - Large Brewer	1500-2000	Lights with Freeman Rental Booths	200 each
Computer - Monitor (independent)	120-200	Meat Slicer	500-1000
Computer - Desktop (monitor & CPU)	200-900	Microwave Oven	500-2000
Computer - Laptop	100-300	Mixer	500-1000
Computer Printer - Dot Matrix	100-500	Photocopier	dependent upon size - may require 208 volt
Computer Printer - Laser	400-1000	Pizza Oven (small)	30amp/120 volt Special Connection
Crock Pot	200-1000	Popcorn Maker	2000
DVD Player	50-100	Projector (dependent upon size)	1000
Electric Frying Pan	1200-2000	Refrigerator - Small	400
Fax Machine	1000	Refrigerator - Full Size	750
Flat Screen TV - 32" to 50"	1000	Sewing Machine	1000
Food Processor	500-2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100-500
Griddle	1500-2000	Television	100-500
Hair Dryer	1000-2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Heater (portable)	1500-2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Hot Plate Double	1500-2000	Water Cooler - Cold Water	1000
Hot Water Heater	30amp/208 volt/Single Phase	Water Cooler - Hot/Cold Water	2000

FREEMAN

940 Belfast Road
Ottawa, Ontario, K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
MAY 8, 2017

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: _____

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labour order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

110/120 VOLT (Power to be placed at back-centre of exhibit space)

	Quantity (For Show Hours Only)	Quantity (For 24 hrs/day Double Price)	Discount	Standard	
	Show	24 Hr.	Price	Price	TOTAL
1500 Watts duplex outlet (40-7-15/16)	_____	_____	\$147.25	\$206.15	= \$_____
15 A dedicated quad outlet (40-7-17)	_____	_____	\$161.25	\$225.75	= \$_____
20 A dedicated quad outlet (40-7-20/21)	_____	_____	\$206.00	\$288.40	= \$_____

208 VOLT SINGLE PHASE (Labour Required for Connection)

20 Amps (40-9-20/21)	_____	_____	\$423.75	\$593.25	= \$_____
30 Amps (40-9-30/31)	_____	_____	\$566.50	\$793.10	= \$_____
60 Amps (40-9-60/61)	_____	_____	\$769.75	\$1077.65	= \$_____
100 Amps (40-9-100/101)	_____	_____	\$1089.00	\$1524.60	= \$_____

Please specify the NEMA code on your plug: _____

208 VOLT THREE PHASE (Labour Required for Connection)

20 Amps (40-10-20/21)	_____	_____	\$450.25	\$630.35	= \$_____
30 Amps (40-10-30/31)	_____	_____	\$597.75	\$836.85	= \$_____
60 Amps (40-10-60/61)	_____	_____	\$842.00	\$1178.80	= \$_____
100 Amps (40-10-100/101)	_____	_____	\$1220.00	\$1708.00	= \$_____

Transformer to Boost 208V to Approx. 230V - \$3.75 per Amp (20 Amp Min.)

Qty of Amps _____ X Price \$ _____ = \$_____

Please specify the NEMA code on your plug: _____

LIGHTING (Price Includes Power & Labour for Installation)*

Arm Light "hardwall exhibits only" (40-19-101)	_____	_____	\$35.75	\$50.05	= \$_____
Double Light Stand (LED) (40-19-132)	_____	_____	\$89.25	\$124.95	= \$_____
4' Track Light "hardwall exhibits only" (40-19-4)	_____	_____	\$124.00	\$173.60	= \$_____
Power Strip (40-30-5)	_____	_____	\$24.25	\$33.95	= \$_____
Extension Cord (40-30-15)	_____	_____	\$24.25	\$33.95	= \$_____

* For double light stands, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labour and materials. Please contact Freeman for estimated charges.

IMPORTANT NOTICE FOR RV'S:

- For exhibitors at the show for the **one week period (5 days)** the 30 Amp, 120 Volt service will be \$ 202.00. Minimum ½ hour labour on install and ½ hr. labour on dismantle is applicable to all RV orders.
- For 60 Amps/208V three phase service, the cost is \$688.00
- If you require your RV to be disconnected the day after the last move-out and staff is **NOT** on site, additional labour charges are applicable. Prior arrangements are required for this service. If the provided power trips and requires a reset, an additional service charge of \$325.00 is applicable.
- Exhibitors are not to tamper with the power equipment under any circumstances. Only an authorized Freeman employee may access the power service.**
- To order an electrical hook up for RVs, please contact Exhibitor Services at: FreemanOttawaES@freemanco.com or 613-748-7180 ext. 234

TOTAL

Subtotal + 13% HST = Total

ADDITIONAL INFORMATION

FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

DEADLINE DATE OF:

MAY 8, 2017

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

ISLAND BOOTHS

For island booths with no labour ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power.

Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

CANCELLATION

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labour charges related to the installation.

OVERHEAD POWER

If you require your power from overhead, additional materials and labour may be incurred. Please contact freemanottawaES@freemanco.com.

ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

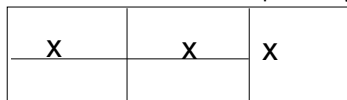
For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

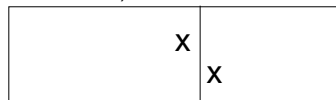
LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

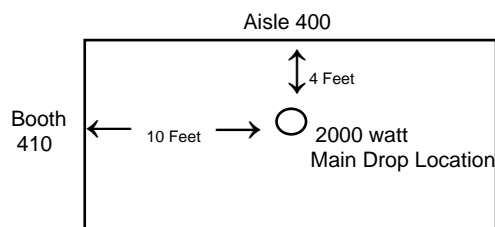


BACK TO BACK PENINSULA

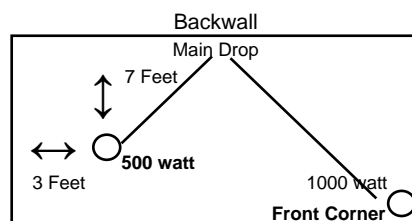
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labour Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at freemanco.com to print as a base layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets
Labour Required

OTHER:

1. Labour is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labour form for complete details. Please complete the labour order form.
2. Dismantle labour will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labour and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

FREEMAN

940 Belfast Road
Ottawa, Ontario, K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com



INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: _____

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

LABOUR RATES & SCHEDULE:

Straight Time - 8:00 am - 4:00 pm Monday through Friday

Overtime - 6:00 am - 8:00am and 4:00pm - 12:00 midnight Monday through Friday

6:00 am - 12:00 midnight Saturday and Sunday

Double Time - 12:00 midnight to 6:00 am and recognized Holidays

Description	Advance Price/Hr	Show Site Price/Hr
Electrician - ST	\$85.50	\$ 119.70
Electrician - OT	\$ 128.25	\$ 179.55
Electrician - DT	\$ 171.00	\$ 239.40

Dismantle labour will be charged at 50% of the total install time rounded to the next half hour.

- Show site price applies to all labour orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labour is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floor plan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date _____ Time _____

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED):**

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other _____

LABOUR REQUEST

SELECT WORK TYPE

Date _____	Time _____	# Electrician _____	Est. # Hours _____	Floor Work _____	Booth Work _____
Date _____	Time _____	# Electrician _____	Est. # Hours _____	Floor Work _____	Booth Work _____
Date _____	Time _____	# Electrician _____	Est. # Hours _____	Floor Work _____	Booth Work _____
Date _____	Time _____	Est. # Hours _____	Lift Type _____		
Date _____	Time _____	Est. # Hours _____	Lift Type _____		

NAME OF ON-SITE CONTACT: _____

CELL PHONE: _____

Special Instructions: _____

FREEMAN electrical labour

ELECTRICAL INSTRUCTIONS

- 1 Labour rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one hour is applicable to all labour requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
- 3 Labour must be picked up at the Freeman service desk. Charges for labour commence at time of dispatch to service the labour call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 4 Labour charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

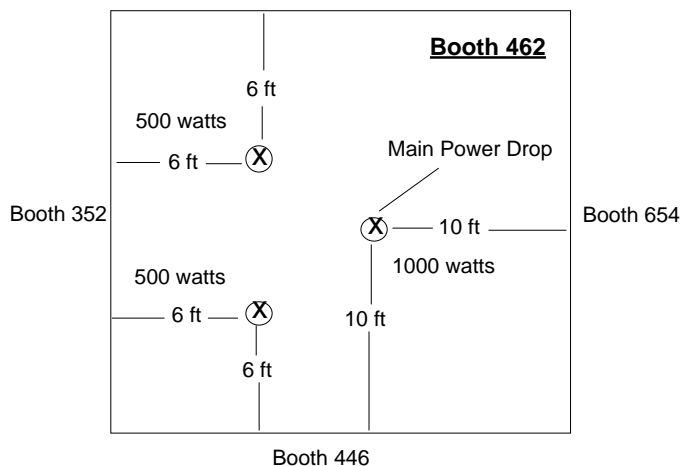
CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labour charges related to the installation.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



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INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: _____
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

HANGING SIGN LABOUR AND EQUIPMENT

INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed **Hanging Sign Labels**. This container **MUST** arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labour Order Form for labour to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

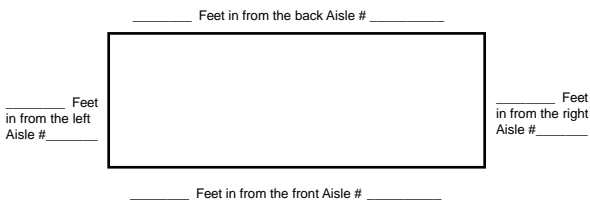
Does Your Sign Require Electricity _____ Assembly _____

Is Your Sign Designed to Rotate? _____ Yes _____ No

(Initial in the applicable box above)

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: _____

EQUIPMENT AND LABOUR RATES TO HANG SIGNS

Straight Time 8:00am - 4:00pm Monday through Friday
Overtime 6:00am - 8:00am and 4:00pm - 12:00 midnight Monday through Friday
6:00am - 12 midnight Saturday & Sunday
Double Time 12 midnight *- 6:00am and recognized holidays
Crew Size **MINIMUM of two people**
Materials Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show site prices will apply to all hanging sign orders placed at show site.**
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

ADDITIONAL CREW / ASSEMBLY LABOUR	Advanced Price/Hr	Show Site Price/Hr
Straight Time	\$ 85.50	\$119.70
Overtime	\$128.25	\$179.55
Double Time	\$171.00	\$239.40

LIFT EQUIPMENT RATES

Scissor Lift	\$113.50	\$158.90
Boom Lift	\$165.00	\$231.00

INSTALLATION Estimate

	QTY	Appx. Hrs.	Rate	Est. Cost
Lift Equipment:	_____ x _____	hrs @ _____	= \$ _____	
Additional Crew:	_____ x _____	hrs @ _____	= \$ _____	
Assembly Labour*:	_____ x _____	hrs @ _____	= \$ _____	

ESTIMATED INSTALLATION COST: \$ _____

DISMANTLE Estimate

	QTY	Appx. Hrs.	Rate	Est. Cost
Lift Equipment:	_____ x _____	hrs @ _____	= \$ _____	
Additional Crew:	_____ x _____	hrs @ _____	= \$ _____	
Disassembly Labour*:	_____ x _____	hrs @ _____	= \$ _____	

ESTIMATED DISMANTLE COST: \$ _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

_____ Freeman
_____ Exhibitor Personnel
_____ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

TOTAL

Subtotal + 13% HST = Total

F R E E M A N

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Ottawa, Ontario, Canada K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com



PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM

STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at **CANSEC** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, EY CENTRE, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Please complete and return form to:

FREEMAN

940 Belfast Road

Ottawa, ON K1G 4A2

Fax: (613) 748-5977

GUIDELINES FOR BANNER HANGING

The following guidelines are in effect at the facility, in order to ensure that all banner hanging in the facility is conducted safely and with due care for the building infrastructure.

FREEMAN is the Exclusive Supplier of Rigging Services for the facility. As such all rigging in the building will be managed by FREEMAN, according to the following procedures. All related costs are available on our Rigging Services Price List.

All banners must adhere to the requirements below. Delays, additional equipment, and labour charges may be incurred by not having the appropriate materials to hang your banner effectively and safely. All Exhibitor sign hanging may be ordered using Freeman Electrical's Sign & Banner Hanging Order form.

1. Banners in excess of 6 feet linear should come with a rigid support for best results when hanging. For banners in excess of 20 feet linear, truss may be necessary to allow the banner to hang safely and correctly. Freeman Electrical Services will notify the owner/hanging party whether truss is required and whether any additional charges may apply.
2. All banners must include grommets and pole pockets.
3. All non-exhibitor banner hanging orders should be placed through Freeman Electrical Services directly at least two weeks prior to the event move-in date. An order will be considered placed and pricing confirmed when Freeman Electrical Services issues a Rigging Order Acceptance Sheet. A diagram showing banner dimensions and placement will need to accompany all orders.
4. Banner hanging placement must be approved by the facility. Please contact your Event Manager directly.
5. facility exterior banners (if permitted) must meet the following guidelines:
 1. Approximately two thirds of the area of an exterior banner should consist of mesh.
 2. Where a banner is made exclusively of vinyl, wind pockets must be built into the banners in order to allow wind to flow through easily.
 3. All edges of banners should have flat-felled seams, i.e., the edges should be folded over, glued, and doubled-stitched.
 4. Mesh banners must be reinforced with webbing in the in the folds before the grommets are affixed.
 5. All corners must be reinforced with webbing before the grommets are affixed as the corners handle most of the stress.
 6. Banners must be made of lightweight, water-resistant, material
 7. In the event of a severe weather notice, banners may have to be removed, or install delayed
 8. All banners must be made to the following specifications in order to be hung:
 - i. Width: 4 ft. – 11 in. (59 inches max)
 - ii. Height/Length: 28 ft. – 6 in.
 - iii. Top/Bottom Pipe Pocket (1 ¼" pipe rod): 5-6 inches depth
 - iv. Each of the (10) mount position includes: (2) single sided Banners & (1) Double sided Banner

CAN WE HELP YOU?

Please don't hesitate to contact us at 613-748-7180 or at freemanottawaES@freemanco.com for any additional information, assistance or product and services information we can provide you in establishing and confirming your event's rigging/electrical/mechanical services.

We value your business and look forward to your call!

RIGGING & OVERHEAD SAFETY POLICY

The following policies and procedures are in effect at the facility, in order to ensure that all rigging in the facility is conducted safely and with due care for the building infrastructure.

FREEMAN is the Exclusive Supplier of Rigging Services for the facility. As such all rigging in the building will be managed by FREEMAN, according to the following procedures. All related costs are available on our Rigging Services Price List.

1. FREEMAN can provide, upon request, AutoCAD and PDF scale drawings of all riggable ceilings in the facility. These drawings will show the location and rating of all rigging points, and other relevant ceiling details. These drawings are provided electronically at no charge.

2. Hanging will be permitted only from approved, rated rigging points. Charges for use of rigging points are shown on our Rigging Services Price List.

3. For any event for which rigging is required, a rigging plan must be submitted to **FREEMAN** for approval. This plan must be in an approved printed or electronic format, must be to scale, must show all equipment being hung, and must show the weight load for each rigging point being used. It must show all required rigging points, including cable picks. Charges for plan approval are shown on our Rigging Services Price List.

This plan must be submitted for approval no later than 14 days in advance of the load-in day of the event. In the event that the customer cannot provide a rigging plan, **FREEMAN** is able to produce one. In such cases, there is a consultation process required, so 21 days notice is requested. Charges for plan production are shown on our Rigging Services Price List.

4. **FREEMAN** must perform all work required to attach and de-attach equipment to the rigging points, installed rigging equipment and all equipment flown. No other supplier may do so. Upon approval of the rigging plan and receipt of a production schedule, **FREEMAN** will provide a cost estimate for the labour required to do so. This labour will be charged on an hourly basis, with a 4-hour minimum charge. **FREEMAN** reserves the right to establish the number of riggers required for your event. The number of riggers (minimum 2) and hours will be based on the work to be done. Hourly rates for Rigging Labour are shown on our Rigging Services Price List.

5. All rigging and lift equipment (including but not limited to scissor, boom, chain hoists, chain falls, hangers etc.,) must be ordered through, provided and operated by **FREEMAN**. All rigging and lift operation labour must be ordered through and provided by **FREEMAN**.

6. **FREEMAN** reserves the right to disqualify from use any equipment, which in their opinion, does not meet appropriate safety standards. In this event, **FREEMAN** may be able to provide alternate equipment, and will do so upon request, as quickly as possible.

7. All equipment attached to truss, pipe, beam, lighting fixture, or hung in any other manner must be secured by means of a steel safety cable.

8. All suppliers hanging equipment from the ceiling must provide the facility with a Certificate of Liability Insurance showing proof of coverage in the amount of \$2,000,000 per occurrence, and specifically holding harmless the facility and FREEMAN. This must be provided no later than 14 days in advance of the load-in day of the event.

9. FREEMAN can provide a full range of rigging components including truss and will provide a cost estimate upon request. Prices for rigging equipment are shown on our Rigging Services Price List.

CAN WE HELP YOU?

Please don't hesitate to contact us at 613-748-7180 or at freemanottawaES@freemanco.com for any additional information, assistance or product and services information we can provide you in establishing and confirming your event's rigging/electrical/mechanical services.

We value your business and look forward to your call!

FREEMAN

940 Belfast Road
Ottawa, Ontario, K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com



**DISCOUNT PRICE
DEADLINE DATE
MAY 8, 2017**

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: _____
COMPANY NAME: _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS: _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

COMPRESSED AIR

QTY	Discount Price	Standard Price	TOTAL
_____ 0 to 4 cu.ft. per min. (40-1-1)	\$349.25	\$ 488.95	=\$ _____
_____ 5 to 10 cu.ft. per min. (40-1-10)	\$514.25	\$ 719.95	=\$ _____
_____ 11 to 20 cu.ft. per min. (40-1-11)	\$754.00	\$1,055.60	=\$ _____
_____ 21 to 38 cu.ft. per min. (40-1-12)	\$886.25	\$1,240.75	=\$ _____
_____ 24hrs Continuous Service (40-1-20)	\$ 92.50	\$ 129.50	=\$ _____

Natural Gas

_____ Initial 1/2" connection to booth (40-1-200)	\$428.75	\$600.25	=\$ _____
_____ Additional connection to booth (40-1-200)	BY QUOTATION		=\$ _____
_____ 24hrs Continuous Service (40-1-106)	\$ 92.50	\$ 129.50	=\$ _____

Your Natural Gas order must be accompanied by the TSSA approval and submitted no later than 10 days prior to the exhibitor move in for processing.

Water

_____ Fill and Drain container up to 1000 gallons (40-3-14)	\$309.25	\$432.95	=\$ _____
_____ Fill and Drain container up to 5000 gallons (40-3-15)	\$462.50	\$647.50	=\$ _____
_____ Fill and Drain container exceeding 5000 gallons (40-3-16)	\$578.50	\$809.90	=\$ _____
_____ 1/2" Valved cold water connection to booth (40-2-1)	\$387.25	\$542.15	=\$ _____
_____ Drain connector to booth (gravity) minimum (40-3-17)	\$275.75	\$386.05	=\$ _____
_____ Drain connector to booth (pumped) minimum (40-3-18)	\$411.25	\$575.75	=\$ _____
_____ Additional air, water, or drain outlets (40-2-2)	\$164.75	\$230.65	=\$ _____
_____ Hot Water Tank - [6] imperial gallons (40-2-12)	BY QUOTATION		=\$ _____
_____ Hot Water Tank - [40] imperial gallons (40-2-13)	BY QUOTATION		=\$ _____
_____ 24hrs Continuous Service (40-3-20)	\$178.50	\$249.90	=\$ _____

ADDITIONAL INFORMATION

To honour the Discount Price your order must be remitted **with payment** by the above noted deadline date.

Only an authorized FREEMAN qualified representative is permitted to make a connection to any of the facility's mechanical services sources or termination points.

No mechanical equipment shall be restarted after failure until a FREEMAN qualified representative has found and corrected the malfunction. Service Charges may apply.

CANCELLATION: Cancellation must be made by telephone and accompanied by fax and/or email notification. A 50% refund will be applied on standard listed items on this form if cancelled less than [2] days prior to installation. No refund is applicable to installed services, cancelled on-site, and/or special order items (ie. 208 volt, 220 volt, transformers, generators, compressed air, natural gas, water fill & drain, hot water tanks, etc...).

Service rates quoted include installation to the back centre wall of booth area, services while in use, and removal. If required elsewhere in the booth, a scaled floor plan must be included with orders indicating desired location. Additional labour and material charges may apply.

All services are turned prior to show opening and turned off after show closes on show days. If you require 24hr service operation, please indicate.

Natural Gas is available in limited quantity and in specific limited locations. Use of Propane as an alternate fuel may be per permitted subject to facility, TSSA, and Fire Department rules and regulations. For more information, please contact the facility prior to placing your Natural Gas order.

All orders for Natural Gas must comply with current provincial regulations/codes/standards and the manufacturer's certified instructions. Any variation must be accompanied by a certificate/letter from the TSSA (Technical Standards and Safety Authority) approving the variance. Gas Service will not be supplied for any variance unless the above documentation has been provided and TSSA inspection has been completed. The TSSA may be contacted at 1-877-682-8772.

All electrical equipment shall have a nameplate attached thereto showing the operating voltage, phase, hertz, horsepower, kilowatts, full load, and AC or DC current.

Disputes/Claims: All disputes and claims must be settled prior to the official exhibit closing.

SPECIAL REQUIREMENTS

Please don't hesitate to contact us at 613-748-7180 or freemanottawaES@freemanco.com if you require any additional information and/or special services and/or information.

SPECIAL REQUIREMENT:

TOTAL

Subtotal + 13% HST = Total

FREEMAN mechanical services

FREEMAN

HANGING SIGN



CANSEC

DO NOT DELAY

MUST BE DELIVERED BY MAY 19, 2017

FROM:

Company Name _____

Piece Count _____

TO: **Freeman Electrical**

940 BELFAST ROAD

C/O CANSEC

OTTAWA, ONTARIO, CANADA

K1G 4A2

FREEMAN

HANGING SIGN



CANSEC

DO NOT DELAY

MUST BE DELIVERED BY MAY 19, 2017

FROM:

Company Name _____

Piece Count _____

TO: **Freeman Electrical**

940 BELFAST ROAD

C/O CANSEC

OTTAWA, ONTARIO, CANADA

K1G 4A2



Email Form to eycentre@desystems.com

Fax Form to (613) 723-8756

D.E. SYSTEMS LTD.

C6-2212 GLADWIN CRES. OTTAWA, ON K1B 5N6



4899 Uplands Drive
Ottawa ON K1V 2N6

Internet and Telecom Order Form

Service Start Date and Time

Service End Date and Time



Wireless Internet Access	Advanced Rate	Connections Req'd	On-Site Rate	Connections Req'd
Wireless Internet Access One Day Rate - 1 User	\$95.00		\$95.00	
Wireless Internet Access Advanced* Full Show Period Rate - 1 User	\$175.00		N.A.	
Wireless Internet Access On-Site Full Show Period Rate - 1 User	N.A.		\$200.00	
Additional User	\$175.00		\$175.00	



Wired High Speed Internet Access	Advanced Rate	Connections Req'd	On-Site Rate	Connections Req'd
Wired Internet w/ 1 User	\$450.00		\$570.00	
Wired Internet w/ Ext.Static IP 1 User	\$700.00		\$840.00	
5 Mbps Wired Internet w/ 1 User	\$750.00		\$900.00	
5 Mbps Wired Ethernet w/ 1 Ext.Static IP 1 User	\$900.00		\$1,080.00	
Wired Payment Terminal Connection only	\$175.00		\$225.00	
Additional Users	\$175.00		\$175.00	

* Advanced Rates apply to orders placed prior to one week before show start date.

Prices do not include taxes.



Telecom Services	Advanced Rate	Connections Req'd
Digital Phone Service With Handset	\$225.00	
Digital Phone Service With Wireless Handset	\$275.00	

Contact & Delivery Information:

Please note all orders will be confirmed by Fax or Email prior to processing

Company Info:

Onsite Contact:

Booth #

Office #

Cell #

Email Address:

Delivery Date:

Cardholder Name:

Card Number:

Expiry Date:

mm/yyyy

Visa ☐ MasterCard ☐ Amex ☐

Confirmation Email or Fax:



On-Site service included for duration of the exhibition



D.E. Systems is an Authorized Aruba Networks Partner, supplying you with High Speed Internet Infrastructure.



Email forms to tradeshows@desystems.com

Fax Form to (613) 723-8756

D.E. SYSTEMS LTD.

C6-2212 GLADWIN CRES. OTTAWA, ON K1B 5N6





4899 Uplands Drive
Ottawa ON K1V 2N6

Lead Retrieval Order Form

Service Start Date and Time _____

Service End Date and Time _____



SNAPUP LEADS	IF ORDER BY:	IF ORDER AFTER:	ONSITE RENTAL	QTY	Total Price
Lead Retrieval Web Application with Device Rental	May 10th, 2017	May 10th, 2017			
Includes iPod Touch Mobile Input Device and Internet Service	\$300.00	\$325.00	\$350.00		
Add up to 5 Custom Qualifiers:	\$95.00	\$95.00	N.A.		
1 _____ 2 _____ 3 _____					
4 _____ 5 _____					
Standard qualifiers include:	1. Schedule Meeting 2. Call 3. Email Literature				
	4. Provide Quote 5. Immediate Need 6. Purchasing Power				
Leads available to exhibitor online at end of show.				HST: 13%	
				TOTAL	

Customer is responsible for the value of all lost or stolen equipment. All orders are subject to D.E. Systems Ltd. Blanket Rental Agreement.
A company representative **MUST** be present upon pickup/delivery and return or additional fee may apply.
100% cancellation fee may apply for orders cancelled up to 5 days before the show. Any items cancelled on-site will be charged 100% cancellation fee.

Contact & Delivery Information: Please note all orders will be confirmed by Fax or Email prior to processing

Company Info: _____

Onsite Contact: _____

Booth # _____ Office # _____ Cell # _____

Email Address: _____ Delivery Date: _____

Cardholder Name: _____

Card Number: _____ Expiry Date: _____

mm/yyyy

Visa ☐ MasterCard ☐ Amex ☐ Confirmation Email or Fax: _____



On-Site service included for duration of the exhibition



D.E. Systems is an Authorized Microsoft Rental Partner supplying you with Licensed Microsoft products.



Ottawa Office 613-723-1166 www.desystems.com Toronto 905-696-0092



D.E. SYSTEMS
SIMPLIFYING THE COMPLEX

Email Form to eycentre@desystems.com

Fax Form to (613) 723-8756

D.E. SYSTEMS LTD.

C6-2212 GLADWIN CRES. OTTAWA, ON K1B 5N6



4899 Uplands Drive
Ottawa ON K1V 2N6

Equipment Rental Order Form

Service Start Date and Time

Service End Date and Time



Desktop / Includes Windows 7 or 10 & MS Office 2016 Pro w/ 22" LCD Monitor

Desktop Core i7 Processor, 8 GB RAM, 500 GB HDD, DVD-RW

\$200.00

Quantity

Notebook / Includes Windows 7 or 10 & MS Office 2016 Pro

Intel Core i7, 15" TFT, 8 GB RAM, 500 GB HDD, DVD-RW

\$250.00

Apple/Mac

Macbook Pro, Core i7, 15" TFT, 8 GB RAM, 256 GB SSD Drive, DVD-RW

\$325.00

iMAC Core i5, 22" TFT, 4 GB RAM, 160 GB HDD, DVD-RW

\$300.00

iPAD Air 16GB WI-FI (3G and data plan extra)

\$200.00

Printers

HP LaserJet CP3525n Colour Laser, 30 PPM, Network Ready

\$400.00

HP LaserJet M1536nf Monochrome Multifunction, Network Ready

\$230.00

Monitor

24" Wide Screen HD LED Display

\$90.00

32" Wide Screen HD LED Display

\$225.00

50" Wide Screen HD LED Display

\$450.00

Monitor Pole Stand for 40" to 60" displays

\$100.00

Specialty Systems

iQiosk 755 55" Touch Screen Interactive Display Kiosk

\$950.00

iPAD Kiosk Display Pillar or table mount with iPAD

\$375.00

Lenovo Yoga S5 - i5, 15.6" Touchscreen Laptop/Tablet w/ Office 2016

\$275.00

Equipment Delivery and Pickup

\$60.00

For a full range of available items please contact us.

Prices do not include taxes.

Contact & Delivery Information: Please note all orders will be confirmed by Fax or Email prior to processing

Company Info:

Onsite Contact:

Booth #

Office #

Cell #

Email Address:

Delivery Date:

Cardholder Name:

Card Number:

Expiry Date:

mm/yyyy

Visa ☐ MasterCard ☐ Amex ☐

Confirmation Email or Fax:



On-Site service included for duration of the exhibition



D.E. Systems is an Authorized Microsoft Rental Partner supplying you with Licensed Microsoft products.



EY Centre Office 613-903-4123 www.desystems.com Ottawa Office 613-723-1166 Toronto Office 905-696-0092



Audio-Visual Services - Simultaneous Interpretation
1177 Newmarket St.
Ottawa, ON K1B 3V1
Tel: 613-742-7474
www.duoson.com

hprice@duoson.com



CANSEC
CANADA'S GLOBAL DEFENCE
& SECURITY TRADE SHOW

May 31st, June 1st, 2017

produced by:



AUDIO-VISUAL REQUEST for ESTIMATE

Please scan and return the completed form to hprice@duoson.com

Duoson Multimedia will send you a detailed written estimate that includes equipment, delivery, accessories, cables, labour and tax.

Name:		Event: CANSEC 2017	
Company:		Location: ERNST & YOUNG CENTRE 4899 Uplands Drive, Ottawa, ON - Canada	
Address:		Event Dates: May 31st, June 1st, 2017	
City, Province		Booth Number:	
Phone:		Delivery Date:	
Fax:		Preferred Delivery Time:	
Cell:		On-Site Contact Person:	
Email:		Cell Phone for On-Site Person:	
CREDIT CARD INFORMATION: <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX		CARD NUMBER	
EXPIRY:		CARD HOLDER NAME:	
NAME (Please Print): _____		SIGNATURE: _____	



Audio-Visual Services - Simultaneous Interpretation
1177 Newmarket St.
Ottawa, ON K1B 3V1
Tel: 613-742-7474
www.duoson.com hprice@duoson.com



CANSEC
CANADA'S GLOBAL DEFENCE
& SECURITY TRADE SHOW

May 31st, June 1st, 2017

produced by:



QUANTITY	DESCRIPTION	SHOW RATE Before May 10, 2017	SHOW RATE After May 10, 2017	
DISPLAY MONITORS:				
	32" HD Flat Screen with USB Media Player and Sound	\$350.00	\$420.00	
	40" HD Flat Screen with USB Media Player and Sound	\$500.00	\$600.00	
	46" HD Flat Screen with USB Media Player and Sound	\$550.00	\$660.00	
	55" HD Flat Screen with USB Media Player and Sound	\$600.00	\$720.00	
	60" HD Flat Screen with USB Media Player and Sound	\$650.00	\$780.00	
	70" HD Flat Screen with USB Media Player and Sound	\$1,200.00	\$1,440.00	
	80" HD Flat Screen with USB Media Player and Sound	\$2,000.00	\$2,400.00	
	90" HD Flat Screen with USB Media Player and Sound (Limited Available)	\$2,500.00	\$3,000.00	
	Tall Floor Stand for Monitor	\$100.00	\$120.00	
	Wall Mount Assembly for Monitor	\$40.00	\$48.00	
If you are providing your own laptop/source please circle output type:		VGA	HDMI	OTHER?
How far will source be from monitor?		6 feet	15 feet	Further?
TOUCH SCREENS				
	46" MultiTouch Touch Screen	\$843.75	\$1,012.50	
	55" MultiTouch Touch Screen	\$1,125.00	\$1,350.00	
COMPUTERS				
	Standard Laptop with MS Office/VLC Video Player VGA OUTPUT	\$300.00	\$360.00	
	Standard Laptop with MS Office/VLC Video Player HDMI OUTPUT	\$300.00	\$360.00	
	MacBook Pro	\$450.00	\$540.00	
	PRESS CONFERENCE/ANNOUNCEMENT AUDIO KIT: <i>Podium and Mic, Mixer, EQ, 2 speakers and 16 output mediafeed</i>	\$385.00	\$462.00	
REQUEST FOR LABOUR				
DELIVERY TO BOOTH ONLY?			YES NO	
TECHNICIANS to INSTALL and DISMANTLE EQUIPMENT?			YES NO	
<i>Please note - booth company is responsible for installing mounts on temporary structures Duoson will provide the mount but not the fasteners to attach to the temporary structures Duoson will install monitor on mount once it is mounted by your booth company on your temporary structure</i>				
DUOSON Multimedia will send you a detailed written estimate that includes equipment, delivery, accessories cables, labour and taxes.				
FOR ASSISTANCE PLEASE CONTACT:		HAL PRICE 613-742-7474 x 22 hprice@duoson.com		
HP-2016-10-12 vs1				

EXHIBITOR ORDER FORM

Contact Name: _____

Company: _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Telephone: _____ **Facsimile:** _____ **Email:** _____

Event Name: _____

Dates: _____

Booth Number: _____

Payment: Cash ☐

Cheque ☐

Credit Card ☐

Catering Payment Policy

All food and beverage requires full payment one week prior to the start of your event. Credit Cards will be required to cover any on site incidentals. (If you are paying by credit card, fill out the attached credit card authorization form.)

Catering Rules and Regulations

The EY Centre has exclusive food and beverage distribution rights within the EY Centre. Exposition sponsoring organizations and/or exhibitors may distribute sample food and/or beverage upon written request, pending authorization. A Sample Food and/or Beverage Authorization Request can be requested via your Event Coordinator or our Food & Beverage Manager.

Ordering Deadline

All catering orders should be received no later than seven (7) days prior to the start of the show. All food and beverage orders placed on site will be from a reduced menu.

DAY 1

- ☐ **Morning Delivery** (7am - 8am)
- ☐ **Lunch Time Delivery** (11am - 11:30am)
- ☐ **Afternoon Delivery** (1pm - 2pm)
- ☐ **Evening Delivery** (5pm - 6pm)

DAY 2

- ☐ **Morning Delivery** (7am - 8am)
- ☐ **Lunch Time Delivery** (11am - 11:30am)
- ☐ **Afternoon Delivery** (1pm - 2pm)
- ☐ **Evening Delivery** (5pm - 6pm)

BAR LISTING

CASH OR HOST BARS

In the event the net alcohol consumption exceeds \$400 per bartender per 4 hour shift, the bartender(s) labour charge is waived. Otherwise, per Bartender, a minimum of \$160.00 for a 4-hour shift is invoiced, after that a \$30 per hour additional charge. Service charge & taxes are additional.

SPIRITS \$7

Pinnacle Vodka
Bacardi Rum
Damrak Gin
Canadian Club Rye

BEER

Molson Canadian \$6
Coors Light \$6
Alexander Keith's \$6
Heineken \$7

4899 Uplands Dr. Ottawa,
Ontario K1V 2N6
Tel: 613-822-8800
Fax: 613-688-4824
catering@eycentre.ca
www.eycentre.ca

WHITE WINES

JACKSON TRIGGS **\$30/Bottle**
Black Reserve Chardonnay, Niagara VQA, 2010 (750ml)

Luminous gold in colour, this wine is beautifully structured and displays alluring aromas of butterscotch, cashew, ripe tropical sweet fruit, vanilla and toasted oak. Accentuated by a rich and creamy butter finish, the vibrant flavours of citrus, apple and pear perfectly integrate with clean refreshing acidity.

INNISKILLIN **\$32/Bottle**
Niagara Series Riesling, Niagara VQA (750ml)

Quite a charming wine. Pale straw coloured, it offers expressive floral notes, peach, pear, and citrus zest. Just slightly off dry, it is well balanced with acidity and a crisp, lively finish.

WOODBIDGE BY ROBERT MONDAVI **\$36/Bottle**
Lightly Oaked Chardonnay, California (750ml)

This light Chardonnay offers a fresh mélange of fruit, floral, and mineral nuances, with a touch of oak aging to enhance the silky texture

KIM CRAWFORD **\$42/Bottle**
Marlborough Sauvignon Blanc, New Zealand (750ml)

A well balanced wine with intense aromas of gooseberry, passion fruit and citrus flavours.

RED WINES

JACKSON TRIGGS **\$30/Bottle**
Black Reserve Cab Franc Cabernet Sauvignon, Niagara VQA (750ml)

A light Cabernet Sauvignon profile, this wine is aromatic, exhibiting a core of ripe plum, blackcurrant and bell pepper. Dark fruit flavours supported by leather tannins and hint of spiced vanilla lead to a rich, extended finish.

INNISKILLIN ESTATE SELECT **\$34/Bottle**
Pinot Noir VQA Niagara Peninsula (750ml)

Piquant spice, beet root and savory aromas provide segue for a balanced and beautiful river of tangy red cherry and racy, spice-laden pomegranate interwoven with ripe, juicy black plum.

MARCUS JAMES MALBEC **\$36/Bottle**
Argentina (750ml)

A light Malbec style of wine. Medium deep ruby red; aromas and flavours of plum, ripe black berry, currant, violet, cherry and herb; dry, light bodied, with soft tannins; medium long finish, warm spicy notes; easy drinking style.

WOODBIDGE BY ROBERT MONDAVI **\$40/Bottle**
Cabernet Sauvignon (750ml)

Deep garnet red; wild red berry & cassis aroma; fresh fruit flavour, balanced wine, soft tannins, good quality, easy drinking.

ALCOHOL ORDER FORM

BASED ON AVAILABILITY

BEER

TOTAL

_____	Bottle of MOLSON CANADIAN	\$6/Bottle = _____
_____	Bottle of COORS LIGHT	\$6/Bottle = _____
_____	Bottle of ALEXANDER KEITH'S	\$6/Bottle = _____
_____	Bottle of HEINEKEN	\$7/Bottle = _____

WHITE WINES

_____	Bottle of JACKSON TRIGGS Black Reserve Chardonnay	\$30/Bottle = _____
_____	Bottle of INNISKILLIN Niagara Series Riesling	\$32/Bottle = _____
_____	Bottle of WOODBIDGE BY ROBERT MONDAVI Lightly Oaked Chardonnay,	\$36/Bottle = _____
_____	Bottle of KIM CRAWFORD Marlborough Sauvignon Blanc	\$42/Bottle = _____

RED WINES

_____	Bottle of JACKSON TRIGGS Black Reserve Cab Franc Cabernet Sauvignon	\$30/Bottle = _____
_____	Bottle of INNISKILLIN ESTATE SELECT Pinot Noir VQA	\$34/Bottle = _____
_____	Bottle of MARCUS JAMES MALBEC Argentina	\$36/Bottle = _____
_____	Bottle of WOODBIDGE BY ROBERT MONDAVI Cabernet Sauvignon	\$40/Bottle = _____

GRAND **TOTAL**

Prices do not include
tax or service charge. = _____

FOOD & BEVERAGE ORDER FORM

BEVERAGES		(All Coffee Service includes Creamers, Sugar, Stir Sticks & Cups)	TOTAL
_____	Coffee or Tea SMALL THERMOS (64oz 8 Cups)	\$22.00 =	_____
_____	Coffee or Tea LARGE THERMOS (160oz 20 Cups)	\$55.00 =	_____
_____	Coffee POD MACHINE RENTAL (includes 12 pods)	\$120.00 =	_____
_____	ADDITIONAL PODS	\$20.00/dz =	_____
_____	SOFT DRINKS Assorted (355ml - Pepsi Products)	\$2.50 =	_____
_____	_____ BY THE CASE	\$48.00 =	_____
_____	BOTTLE WATER (591ml - Aquafina)	\$3.00 =	_____
_____	_____ BY THE CASE	\$48.00 =	_____
_____	DOLE PREMIUM JUICES (Apple, Orange, Cranberry, Strawberry Kiwi)	\$3.00 =	_____
_____	_____ BY THE CASE	\$48.00 =	_____
ICE DELIVERY	_____ 5lb Bag / \$5.00 _____ 25lb Bag / \$25.00	=	_____

BAKERY ITEMS

ASSORTED MUFFINS	_____ Each \$2.25	_____ Dozen \$25.00	=	_____
ASSORTED COOKIES	_____ Each \$2.00	_____ Dozen \$16.00	=	_____
ASSORTED PASTRIES	_____ Each \$2.25	_____ Dozen \$25.00	=	_____

SNACK ITEMS

INDIVIDUAL CHIPS	_____ Each \$2.00	=	_____
CHOCOLATE BARS	_____ Each \$2.00	=	_____
GRANOLA BARS	_____ Each \$2.00	=	_____
YOGURT PARFAIT	_____ Each \$3.50	=	_____

SNACK ITEMS

_____	BUFFALO CHICKEN WRAP (w/ Lays Plain Chips, Canned Pop)	\$9.00 =	_____
_____	EY TURKEY FOCOCCIA CLUB (Lays Plain Chips, Canned Pop)	\$10.00 =	_____
_____	GRILLED CHICKEN CAESAR (Lays Plain Chips, Canned Pop)	\$10.00 =	_____
_____	PERSONAL PIZZA (All dressed, Cheese, Veggie or Combo w/ Canned Pop)	\$15.00 =	_____

HOSPITALITY ITEMS

All platters come with Disposable Plates, Cutlery and Napkins. Based on 10 person minimum orders.

_____	ASSORTED SANDWICHES (Cajun Chicken, Calssic Egg, Tuna, Smoked Turkey, Ham)	\$6.00 pp =	_____
_____	ASSORTED WRAPS (Cajun Chicken, Calssic Egg, Tuna, Smoked Turkey, Ham)	\$6.00 pp =	_____
_____	FRUIT PLATTERS	\$4.00 pp =	_____
_____	CHIPS & SALSA	\$6.00 pp =	_____
_____	SUSHI PLATTERS	\$8.00 pp =	_____

GRAND TOTAL

Prices do not include tax or service charge. = _____

FOOD & BEVERAGE

CREDIT CARD AUTHORIZATION FORM

NAME OF EVENT:

TOTAL AMOUNT

FOOD & BEVERAGE Order Form Total	=	_____
ALCOHOL ORDER Form Total	+	_____
SERVICE CHARGE (15%)	+	_____
HST (13%)	+	_____
GRAND TOTAL	=	_____

☐ CANADA

☐ OTHER (USA and International)

I hereby authorize the
EY Centre to place any charges
I incur at the facility to my credit
card account. To ensure the
proper processing, please mark
an **X** in the appropriate box
below to indicate where your
credit card was issued.

COMPANY NAME

CREDIT CARD NUMBER

EXPIRY DATE

NAME OF THE CARD HOLDER

SIGNATURE OF CREDIT CARD HOLDER

NOTE:

We require a photocopy of both
the front and back of the signed
credit card to be returned with
this form.



BOOTH CLEANING

Booth Number

Show Name and Date

Company Name

Telephone Number

On-Site Contact Name

E-mail Address

Contact Cell Number

Address

COST

CLEANING	Booth Size (sq. ft.)	Charge per Booth in CDN Funds	Total	Number of Days (please specify in Notes, which days)
<u>Daily Exhibit Cleaning</u>	Less than 401	\$0.20 per sq. ft.		
	401 - 1000	\$0.18 per sq. ft.		
	1,001 – 1,500	\$0.16 per sq. ft.		
	1,501 +	\$0.14 per sq. ft.		
HST # 84802 3404 RT0001		Total multiplied by Number of Days		
		13% HST		
		TOTAL Booth Cleaning		

Notes &

Special Requirements

METHOD OF PAYMENT

(Must be made at time of ordering)

Cheque ☐ made payable to EY Centre Credit Card (please check) ☐ Visa ☐ Mastercard ☐ Amex

Cardholder's Name (please print)

Card Number

Cardholder's Signature

Expiry Date

Security Code

Client Signature

Date

Save and e-mail the completed form to cleaning@eycentre.ca or print and fax the completed form to the
EY Centre at 613-688-4824.