



Dear CANSEC Exhibitor,

We are very pleased to have you joining us as one of our valued exhibitors for CANSEC 2016, which will take place at the EY Centre in Ottawa, Ontario, Canada.

We do encourage all exhibitors to;

- Read all event information thoroughly and distribute information to your staff.
- Register yourself and your team early for the event. Remember if you are securing multiple registrations on your teams behalf you will need to go into the CADSI system and assign the name of each individual staff member to each registration to ensure a smooth registration experience for all. If you require assistance please contact the CADSI office.
- Book your hotel accommodations early to take advantage of special CANSEC prices. We have secured room blocks at major area hotels. These room blocks and price rates are time sensitive. **Hotels in the Ottawa/Gatineau area sell out** so early booking is essential. Hotel partner information will be on the CANSEC 2016 web site in March.
- Looking to increase your presence at CANSEC? View our new Sponsorship Program and truly spot light your participation at the event.
- Opt in to participate in our B2B/G Meeting Program– take advantage of this meeting program by having onsite one-on-one meetings with your key contacts (2015 hosted more than 600 onsite meetings).
- Attend our meal events and evening receptions to enhance your networking efforts. Our meal events sell out every year so book early to join us. The CANSEC meal events feature senior government and Ministerial-level speakers, offering a unique opportunity for participants to network with colleagues and clients.
- Ensure all your relevant exhibitor forms are filled and submitted in a timely fashion as many are deadline sensitive.
- Inform all of your attending staff of the location of the exhibitor parking area during tradeshow days.
- Learn how your company can benefit from the CANSEC International Delegation Program via the CANSEC web site.

On behalf of CADSI, thank you for your participation and support of CANSEC 2016.

Yours Sincerely,

A handwritten signature in cursive script, reading "Jennifer Giguere".

Jennifer Giguere
Director of Domestic and International Events



CANSEC

CANADA'S
GLOBAL
DEFENCE &
SECURITY
TRADE SHOW
MAY 25-26, 2016
EY Centre, Ottawa

PRIVATE BUSINESS MEETING SUITES AT CANSEC 2016

CADSI is pleased to offer private business meeting suites located on the exhibit floor at CANSEC 2016. Private business meeting suites are a new and innovative option to traditional exhibit space from your main exhibit. They can also meet the business-to-business requirements for those companies that choose not to exhibit.

Benefits:

- Comfortable, private meeting space in the Exhibit Hall
- Extended hours for meetings, breakfast, and receptions
- Meeting suites to fit 8 people



All Standard Private Business Meeting Suites include:

- Wall structure: grey panels, with door locks
- Custom wall-to-wall carpet
- Special access for you and CANSEC delegates from 7:00am to 7:00pm, May 25th, 2016 and 7:00am to 4:00pm May 26th, 2016
- Opportunity to customize your business suite (furniture, audio, branding)
- Opportunity to order food and beverage

\$8,500
~~\$10,000~~

Early Bird Rate*

10' x 20'

Private Business Meeting Suite

* Early Bird Rate in effect until April 29th, 2016.

Additional suite equipment and amenities are available and will be quoted upon request.

Please note that catering, audio-visual services, and support personnel are available through separate vendors at additional cost. Electrical and communication labour will be billed through Freeman after the close of the event.

All private business meeting suites will be located in Exhibit Hall 1 at the EY Centre. All prices quoted are for exclusive use during two full show days for rental. Roof tops to suites are available for an additional charge and quoted per suite dimensions.

For more information, contact Catherine Lyons at +613.235.5337 ext. 27 or contact her via email at c.lyons@defenceandsecurity.ca

PRODUCED BY:



Canadian Association of Defence and Security Industries

defenceandsecurity.ca



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 15, 2016 for Ontario Family Day, March 25, 2016 for Good Friday & May 23, 2016 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; please refer to the Carpet Order Form in the service manual. **Our deadline date for ordering Prestige carpet is April 15, 2016**

DISCOUNT PRICE DEADLINE DATE

Take advantage of a 30% discount by ordering online at www.freemanco.com/store by **May 3, 2016**.

SPECIALTY FURNISHING

The Specialty Furnishing items noted with the symbol (+) on the Furnishing Order Form must be submitted before **May 3, 2016**. Freeman cannot guarantee pricing and availability of these items after this deadline.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online by **May 3, 2016**.

Our Internet online ordering service, Freeman OnLine® is available for your convenience to order all Freeman services, view show schedule, or print order forms.

To place online orders you will be required to enter your unique Login ID and Password. To access Freeman OnLine® for **CANSEC 2016** go to:

<http://www.freemanco.com/store/show/showInformation.jsp?showID=414299&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 "Login" link in the top right corner to create a new account.**

If you need assistance with Freeman OnLine® please call our Customer Support Center toll free at (888) 508-5054 for Canada & U.S. exhibitors or (512) 982-4186 for International exhibitors.

FREEMAN SERVICE CENTRE HOURS

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

Sunday, May 22, 2016	9:00am - 5:00pm
Monday, May 23, 2016	8:00am - 5:00pm
Tuesday, May 24, 2016	7:00am - 9:00pm
Wednesday, May 25, 2016	7:00am - 6:00pm
Thursday, May 26, 2016	8:00am - 11:00pm
Friday, May 27, 2016	7:00am - 5:00pm

SERVICE CONTRACTOR CONTACTS/INFORMATION

FREEMAN

940 Belfast Road
Ottawa, Ontario K1G 4A2
Phone: Lydia Mahiet (514) 868-6666 ext. 2006
Fax: (613) 748-5977
Email: FreemanMontrealES@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 17, 2016**. 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 convertors.**
- **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

EY Centre
Phone: (613) 822-8800
Email: fb@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, MOVE-OUT & FREIGHT SCHEDULE

IMPORTANT: May 23, 2016 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 20, 2016

TARGETED SHIPMENTS ONLY (approved by Freeman)
See attached Access Form (Page 13)

Exhibit Set Up

Sunday, May 22, 2016
Monday, May 23, 2016
Tuesday, May 24, 2016

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 20, 2016

9:00am - 5:00pm (Targeted Shipments Only, approved by Freeman)
See attached Access Form (Page 13)

Exhibit Set Up:

Monday, May 23, 2016
Tuesday, May 24, 2016

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 23, 2016

9:00am - 5:00pm

Exhibit Set Up:

Tuesday, May 24, 2016

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 23, 2016

8:00am - 5:00pm TARGETED ONLY (approved by Freeman)
See attached Access Form (Page 13)

Tuesday, May 24, 2016

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)

VEHICLE DISPLAY

All indoor vehicles must be scheduled in advance with Freeman (see page 6 for specs)

AISLES MUST BE CLEARED OF MATERIALS BY 8PM ON MAY 24TH

EXHIBIT HOURS

Wednesday, May 25, 2016
Thursday, May 26, 2016

9:00am - 5:00pm
9:00am - 4:00pm

EXHIBITOR MOVE-OUT

Thursday, May 26, 2016
Friday, May 27, 2016

5:00pm - 11:00pm*
8:00am - 5:00pm

***Exhibitors 300sq ft or less must have their materials moved out by 11pm on May 26, 2016**

DISMANTLE AND MOVE-OUT INFORMATION

- Aisle carpet is scheduled for removal between 4:00pm and 5:00pm.
- Empty containers will be returned in accordance with your booth size.
- All exhibitor materials must be removed from the exhibit facility by **May 27, 2016 @ 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 May 26, 2016;** and for booths over 500 sqft check in by **12 noon on May 27, 2016. Please schedule your carriers accordingly and advise Freeman of your carrier arrival time.**

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FREIGHT RESTRICTIONS & INFORMATION

NOTES OF INTEREST

Vehicle entry point on Move In days (see attached aerial map, Page 14)

EXHIBITOR CARRIERS (TRAILERS, TRUCKS OR DELIVERIES) WILL NOT BE ALLOWED ON SHOW SITE AFTER 9PM TUESDAY MAY 24TH; 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 (15'11"W X 13'11"H).

Exhibitors are not allowed to bring freight by 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 22, 2016** 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 13, 2016**. 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 16, 2016 in observance of Victoria Day, shipments will not be accepted on this date.

US Inbound Shipments

Please Note: May 23, 2013 is Memorial 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.

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.

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 2016**. 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 3, 2016**.

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 you 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 www.freemanco.com/preshowFAQ

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ

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 22 to Tuesday May 24, 2016 inclusive) and the move-out (starting at 17h on Thursday May 26 until 17h Friday May 27, 2016), anyone wishing access to the Exhibit Hall will be required to wear closed toed flat shoes (i.e. running shoes for example)

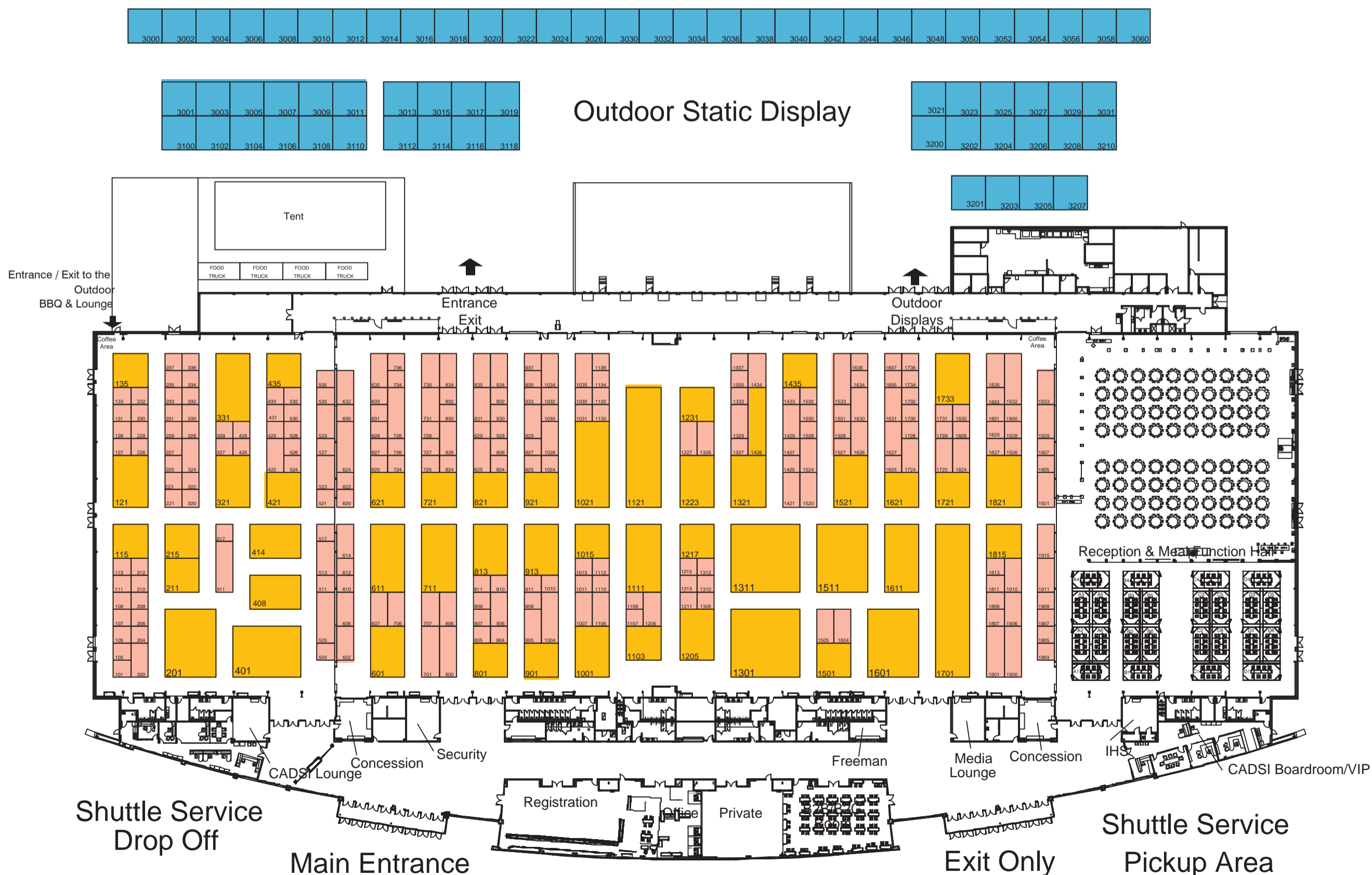
Sandals, high heels, or any other type of footwear that is not a closed toed flat shoe will not be permitted.

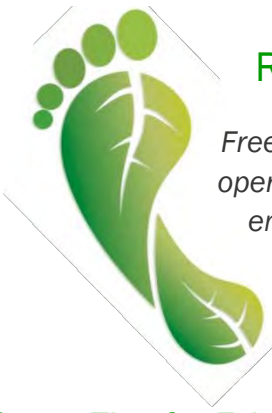
There will be no exceptions to this policy, which will be enforced by Security personnel and the Exhibit Safety Manager. Anyone that does not conform to this policy will be prohibited from accessing the Exhibit Hall and will be escorted out of the Exhibit Hall if they have inappropriate footwear.

CANSEC 2016

- 300 sq ft or more - Sunday May 22 @ targeted move-in time.
Call to schedule your move-in time
- 300 sq ft or less - Monday May 23 at 7:00 am to 5:00 pm
- Outdoor displays - Monday May 23 @ targeted move-in time
Call to schedule your move-in time.

All indoor vehicles must be scheduled with Freeman





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

FREEMAN

940 Belfast Road
Ottawa, Ontario K1G 4A2
don.macdonald@freemanco.com
(613) 748-7180 EXT 236



CANSEC

PLEASE COMPLETE THIS FORM
NO LATER THAN
MAY 9, 2016

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: _____

ORIGINAL REQUEST _____ REVISED REQUEST _____

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

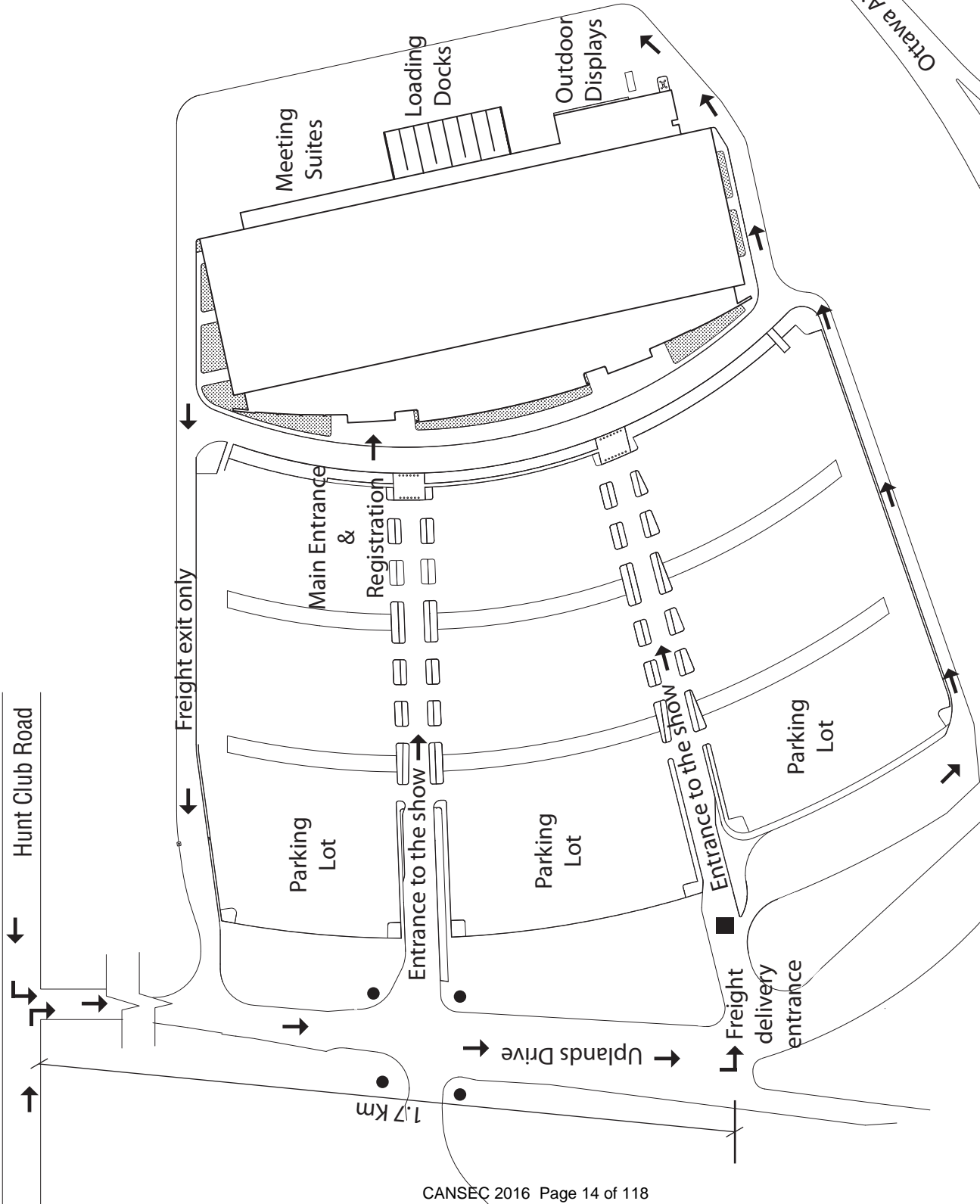


CANSEC

EY Centre - Site Plan
4899 Uplands Drive, Ottawa
May 25-26, 2016



* Trucks Prohibited





CANSEC 2016 – MAY 25-26, 2016 EY Centre

Directions to the Ernst & Young 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.

FREEMAN

940 Belfast Road
Ottawa, Ontario K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977



DISCOUNT PRICE
DEADLINE DATE
MAY 3, 2016

**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 (414299) 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

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. **We do not accept credit card information by email.**
- 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.

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/414299>

FREEMAN method of payment

FREEMAN

940 Belfast Road
Ottawa, Ontario K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977



ALL PRICES ARE IN
CANADIAN DOLLARS

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.

WE DO NOT ACCEPT CREDIT CARD INFORMATION BY EMAIL.

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

CREDIT CARD ACCOUNT NO: _____

EXP. DATE: _____

CARDHOLDER NAME (PLEASE PRINT): _____

CARD TYPE: _____

AUTHORIZED SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/PROVINCE/POSTAL CODE: _____

FREEMAN third party authorization

FREEMAN

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



**DISCOUNT PRICE
DEADLINE DATE**
MAY 3, 2016

**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

FURNISHINGS					
Qty	Part #	Description	Online Price	Discount Price	Standard Price
___	210108	Limerick Chair	31.00	34.10	43.40
___	210112	Black Casey Stool	59.00	64.90	82.60
___	210112	Grey Casey Stool	59.00	64.90	82.60
___	71090	Black Diamond Arm Chair	69.25	76.20	96.95
___	71089	Black Diamond Side Chair	59.00	64.90	82.60
___	71088	Black Diamond Stool	88.25	97.10	123.55
___	71045	Grey Gaslift Chair	54.25	59.70	75.95
___	71047	Grey Gaslift Stool	64.50	70.95	90.30

FURNISHINGS					
Qty	Part #	Description	Online Price	Discount Price	Standard Price
___	220107	Wastebasket.....	10.25	11.30	14.35
___	220110	Chrome Bag Rack.....	48.75	53.65	68.25
___	220118	Chrome Sign Holder.....	43.00	47.30	60.20
___	220134	Chrome Easel.....	25.00	27.50	35.00
___	220121	Chrome Stanchion Retractable	30.00	33.00	42.00

Black Only

___	75020	Display Cylinder/Low.....	89.00	97.90	124.60
___	75021	Display Cylinder/Medium.....	98.00	107.80	137.20
___	75022	Display Cylinder/High	104.50	114.95	146.30
___	75079	Orion Computer Kiosk	215.00	236.50	301.00
___	750135	Round Literature Rack.....	130.00	143.00	182.00
___	750136	Flat Literature Rack.....	95.00	104.50	133.00

+ SPECIALTY FURNISHINGS					
Qty	Part #	Description	Online Price	Discount Price	Standard Price
___	72028+	Slate Cocktail Table-Black.....	69.75	76.75	97.65
___	72029+	Slate End Table-Black	48.25	53.10	67.55
___	910217+	Barcelona Chair-White	308.50	339.35	431.90
___	910218+	Barcelona Chair-Red.....	308.50	339.35	431.90
___	8102+	Barcelona (Madrid) Chair(Blk)	308.50	339.35	431.90
___	950112+	Barcelona Ottoman-White....	170.50	187.55	238.70
___	950111+	Barcelona Ottoman-Red.....	170.50	187.55	238.70
___	81074+	Altura Exec. High Chair-Blk	128.75	141.65	180.25
___	910130+	Black Leather Banana Stool	96.00	105.60	134.40
___	920146+	30" Rd. Bistro Table -42"H.....	96.00	105.60	134.40
___	910201+	Citi Leather Chair-Black	237.00	260.70	331.80
___	930200+	Citi Leather Loveseat-Black	336.50	370.15	471.10
___	910225+	Charcoal Fabric Chair	132.00	145.20	184.80
___	930225+	Charcoal Fabric Loveseat	197.00	216.70	275.80
___	995905+	Black Leather Tub Chair.....	111.25	122.40	155.75
___	920205+	Brown Conference Table 3'x6'	195.00	214.50	273.00
___	72092	+ Milano Conference Table.....	195.00	214.50	273.00

NOTE: Tables are 24" wide

Table Drape: Blue Gold Grey Black Red
 White Dark Green

DRAPED

___	124430	4' Draped Table/30"H*	58.50	64.35	81.90
___	124630	6' Draped Table/30"H*	69.50	76.45	97.30
___	124830	8' Draped Table/30"H*	80.50	88.55	112.70
___	12404630	4th Side Draping-6' X 30"H*	31.00	34.10	43.40
___	12404830	4th Side Draping-8' X 30"H*	31.00	34.10	43.40
___	124442	4' Draped Table/42"H*	82.50	90.75	115.50
___	124642	6' Draped Table/42"H*	93.00	102.30	130.20
___	124842	8' Draped Table/42"H*	103.50	113.85	144.90
___	12404642	4th Side Drape-6' x 42"H*	43.00	47.30	60.20
___	12404842	4th Side Drape-8' x 42"H*	43.00	47.30	60.20

UNDRAPED

___	125430	4' Undraped Table/30"H.....	33.75	37.15	47.25
___	125630	6' Undraped Table/30"H.....	44.25	48.70	61.95
___	125830	8' Undraped Table/30"H.....	54.75	60.25	76.65
___	125442	4' Undraped Table/42"H.....	60.25	66.30	84.35
___	125642	6' Undraped Table/42"H.....	65.50	72.05	91.70
___	125842	8' Undraped Table/42"H.....	69.75	76.75	97.65

Soho Tables (Black Only):

___	72067	Soho Cafe Table 30"Hx36"D..	94.00	103.40	131.60
___	72068	Soho Bistro Table 42"Hx36"D	105.50	116.05	147.70
___	72069	Soho Cafe Table 30"Hx24"D..	94.00	103.40	131.60
___	72070	Soho Bistro Table 42"Hx24"D	105.50	116.05	147.70

Special Drape: Blue Gold Grey Black Red
 White Dark Green

___	12103	Special Drape- 3'High-per ft* ...	5.00	5.50	7.00
___	12108	Special Drape- 8'High-per ft* ...	6.00	6.60	8.40
___	121012	Special Drape-12' High-per ft* .	9.50	10.45	13.30

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

+The Specialty Furnishing items noted above with the symbol (+) must be submitted before **MAY 3, 2016**. Freeman cannot guarantee pricing and availability of these items after this deadline.

Please call Freeman Exhibitor Services for all other Specialty Furnishings.

FURNISHING TOTAL		
Subtotal	+ 13% HST	= Total

FREEMAN specialty furnishing

Take advantage of the Online price
by ordering online at www.freemanco.com/store
before **MAY 3, 2016**

FREEMAN

940 Belfast Road
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 freemanottawaES@freemanco.com



**DISCOUNT PRICE
 DEADLINE DATE**
 MAY 3, 2016

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

FREEMAN plants

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

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' Benjaminina ...	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' Benjaminina..	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					
		+ _____ = _____			
Subtotal	13% HST	Total			



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

F R E E M A N

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Ottawa, Ontario K1G 4A2
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FreemanottawaES@freemanco.com



**DISCOUNT PRICE
DEADLINE DATE
APRIL 15, 2016**

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 FREE samples or a quote on **orders over 1200 sq. ft.**, please call our Exhibitor Sales Department at 613-748-7180.
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- **Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**
- **Orders for Prestige carpet must be received by APRIL 15, 2016. Orders received after this date will not be guaranteed.**
- All Classic and Prestige carpets contain recycled content and are recyclable.

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

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

- Guaranteed new, high quality carpet available in a variety of designer colors.

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

- Black Charcoal Grey 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. @	\$ 5.25	\$ 5.80	\$ 7.35	\$ _____
700 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 5.00	\$ 5.50	\$ 7.00	\$ _____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

- Black Cream Toast
 Cardinal Grey Pearl Wedgewood
 Charcoal Navy 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. @	\$ 4.50	\$ 4.95	\$ 6.30	\$ _____
700 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 4.25	\$ 4.70	\$ 5.95	\$ _____

CLASSIC CARPET - includes delivery, material handling, installation and removal **

- Our 16 oz. Classic Carpeting is available in four standard colors in the following standard sizes.

CHOOSE YOUR CARPET COLOR:

- Black Grey Blue Red

Qty	Description	Online Price	Discount	Standard	Total
_____	10' x 10' Classic Carpet	\$ 157.50	\$ 173.25	\$ 220.50	\$ _____
_____	10' x 20' Classic Carpet	\$ 302.50	\$ 332.75	\$ 423.50	\$ _____

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

- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in four standard colors.

CHOOSE YOUR CARPET COLOR:

- Black Grey 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. @	\$ 1.90	\$ 2.10	\$ 2.65	\$ _____

CARPET PADDING AND PLASTIC COVERING - includes delivery, material handling, installation and removal

Qty	Description	Online Price	Discount	Standard	Total
_____	10' x 10' Carpet Padding.....	\$100.00	\$110.00	\$140.00	\$ _____
_____	10' x 20' Carpet Padding.....	\$200.00	\$220.00	\$280.00	\$ _____
_____	10' x 30' Carpet Padding.....	\$300.00	\$330.00	\$420.00	\$ _____
_____	10' x 40' Carpet Padding.....	\$400.00	\$440.00	\$560.00	\$ _____
_____	Plastic Covering (per sq ft)	\$ 0.50	\$ 0.55	\$ 0.70	\$ _____

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 _____

FREEMAN prestige carpet

Take advantage of the Online price
by ordering online at www.freemanco.com/store
before APRIL 15, 2016

FREEMAN

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**DISCOUNT PRICE
 DEADLINE DATE
 MAY 3, 2016**

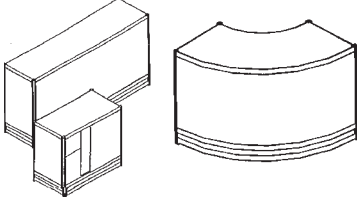
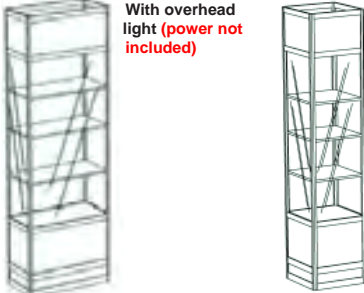
**INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER**

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

ACCESSORIES FOR RENTAL UNITS

<p>SLATWALL</p> 	<p>CABINETS</p> 	<p>GONDOLAS</p> 
<p>JEWELLERS SHOWCASE</p>  <p style="text-align: center;">1M x ½M x 42"H</p>	<p>SCHADEBO SHOWCASE TOWER</p> <p style="color: red; font-size: small;">With overhead light (power not included)</p>  <p style="text-align: center;">40"W x 16"D x 79"H</p>	<p>DREAM FORCE COUNTERS</p>  <p style="text-align: center;">30"W x 8'H 41"W x 41.5"H</p>

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 ½M x 36" H.....	190.25	266.35	___
___	17306	1M x ½M x 42" H.....	207.50	290.50	___
___	17308	2M x ½M x 36" H.....	244.75	342.65	___
___	17309	2M x ½M x 42" H.....	269.25	376.95	___
___	173010	1M Radius x ½M x 36" H.....	207.75	290.85	___
___	173011	1M Radius x ½M x 42" H.....	218.00	305.20	___
___	17301	Cabinet Lock	20.00	28.00	___
SHOWCASE -Grey PVC only					
___	1755800	Schadebo Showcase 40"W.....	298.00	417.20	___
___	1755801	Schadebo Showcase 24"W.....	198.00	277.20	___
___	17551206	Jewellers Showcase.....	178.00	249.20	___
___	17809008	Dream Force Counter	250.00	350.00	___
___	17809009	Dream Force Counter w/backdrop	350.00	490.00	___

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.....	165.00	231.00	___
___	173525	½M x 8' H.....	82.50	115.50	___
SLATWALLS - MAPLE ONLY					
___	1736100	1M x 8' H.....	85.00	119.00	___
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.....	143.75	201.25	___
___	174581	Single Sided 1M x 8' H.....	222.00	310.80	___
___	174542	Double Sided 1M x 4' H.....	200.75	281.05	___
___	174582	Double Sided 1M x 8' H.....	280.00	392.00	___
TOTAL COST					
Subtotal + 13% HST = Total					

FREEMAN exhibit accessories

F R E E M A N

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



DISCOUNT PRICE
DEADLINE DATE
MAY 3, 2016

**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'	985.00	1379.00	<input type="checkbox"/> 10' x 20'	1449.00	2028.60	_____
Package 2	<input type="checkbox"/> 10' x 10'	742.50	1039.50	<input type="checkbox"/> 10' x 20'	1206.00	1688.40	_____
Package 3	<input type="checkbox"/> 10' x 10'	922.50	1291.50	<input type="checkbox"/> 10' x 20'	1476.00	2066.40	_____
Package 4	<input type="checkbox"/> 10' x 10'	967.50	1354.50	<input type="checkbox"/> 10' x 20'	1566.00	2192.40	_____
Package 5	<input type="checkbox"/> 10' x 10'	742.50	1039.50	<input type="checkbox"/> 10' x 20'	1206.00	1688.40	_____
Package 6	<input type="checkbox"/> 10' x 10'	832.50	1165.50	<input type="checkbox"/> 10' x 20'	1296.00	1814.40	_____

- 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 _____



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

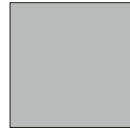


red

Color Options - Fabric and Hardwall Panels



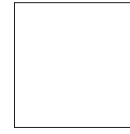
blue fabric



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.

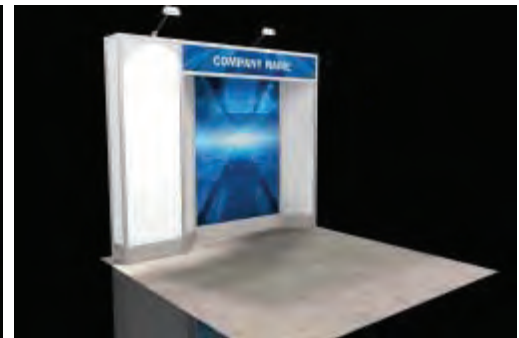
Upgrades available



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 3, 2016

**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.

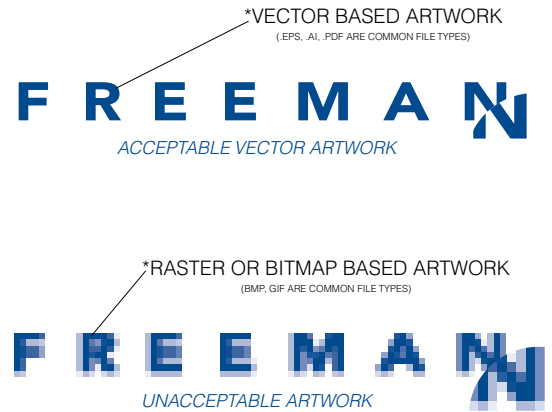
COLOR (when color match is required follow these requirements):

- 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 File site.



CANSEC

MAY 25 & 26, 2016
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

Contact: Johanne Tardiff St-Denis
Johanne.Tardiff.St-Denis@freemanco.com
Tel: (613) 748-7180 x 231
Fax: (613) 748-5977

AUXILIARY POWER

Running auxiliary power units and/or vehicles during the show days (May 25 & 26) 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 2016 EXHIBIT REGULATIONS

All CANSEC 2016 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 21st 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

Tuesday, May 24th

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 25th from 0900–1700

Thursday, May 26th 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, May 26th. Exhibitors needing power beyond this time must contact Freeman Electrical Services to make special arrangements.

Friday, May 27th 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 May 27th.

FREEMAN

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



DISCOUNT PRICE
DEADLINE DATE: MAY 3, 2016
DEADLINE FOR ORDERING:
 MAY 11, 2016

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN tent form

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

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

Discount Price	Standard Price
\$1,237.50	\$1,608.75

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

Discount Price	Standard Price
\$705.00	\$916.50

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

Discount Price	Standard Price
\$900.00	\$1,170.00

**Please complete the attached Tent Waiver Form

TOTAL COST

Subtotal: _____ + 13 HST _____ = Total _____

WAIVER LIABILITY AGREEMENT

Freeman: Freeman Expositions Ltd.

Show Name: CANSEC 2016

Booth: _____

Facility: EY CENTRE

Customer: _____

Customer Authorized Agent: _____

Address: _____

Work Phone: _____ **Title:** _____

Agreement made this _____ **day** _____ **of 2016.**

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.....	\$ 61.00	84.50
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.....	\$ 91.50	128.10
Double Time- 12:00 Midnight to 6:00 A.M. and recognized holidays	\$ 122.00	170.80

- 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 = \$ _____						

FREEMAN installation & 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

- 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.....	\$150.00	\$210.00
30402	Forklift w/operator - up to 5,000 lbs - OT.....	\$179.50	\$251.50
30403	Forklift w/operator - up to 5,000 lbs - DT.....	\$209.00	\$292.75
FORKLIFT LABOUR - Dismantle			
31401	Forklift w/operator - up to 5,000 lbs - ST.....	\$150.00	\$210.00
31402	Forklift w/operator - up to 5,000 lbs - OT.....	\$179.50	\$251.50
31403	Forklift w/operator - up to 5,000 lbs - DT.....	\$209.00	\$292.75

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	

FREEMAN in booth forklift

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 25-26, 2016

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#: _____

Canada Border Services Agency
International Events and Convention Services Program
140 Thad Johnson private
Ottawa, Ontario
K1V 0R4

February 29, 2016

File #OTT_2016_08841

Canadian Association of Defence and Security Industries
251 Laurier West, suite 300
Ottawa, ON
K1P 5J6

Dear Jennifer:

In response to your correspondence dated February 1, 2016; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

<p><u>CANSEC 2016</u> <u>May 25 – 26, 2016</u> <u>EY Center</u> <u>Ottawa, Ontario</u></p>
--

The information provided to the CBSA states there will be approximately 10,000 attendees to which 30 % are foreign to Canada and that the event is closed to the general public with no sales.

We are pleased to inform you that the **Border to Show on-site service**, as outlined in the CBSA Departmental memorandum D8-1-2, (www.cbsa-asfc.gc.ca/publications/dm-md/d8/d8-1-2-eng.pdf) has been granted for this event. **Please note that is your responsibility to confirm arrangements with our Ottawa Cargo Services office.** Please contact the Superintendent at 613-990-6566 to make necessary arrangements. Also note, that as per D-Memoranda 8-1-2, paragraph 125, “special service charge fees may apply” when using border to show services.

As outlined in your correspondence, this event is expecting approximately 20 foreign exhibitors who are importing display material and military gear for use at the event.

It should be noted that, non-Canadian exhibitors may import display material and military gear temporarily as outlined in the provisions of tariff classification **9993.00.00.00** duty free, on the condition that the goods will be exported from Canada upon the completion of the event.

Goods imported as “giveaways” must be accounted for at time of release on a [Form B3](#), *Canada Customs Coding Form* with all applicable duties and/or taxes collected at the time of importation.

Under certain circumstances, the CBSA will require a security deposit on goods temporarily imported to Canada. These goods are normally documented on the Temporary Admission Permit (Form E29B).

Under certain circumstances, the CBSA may waive the requirement for goods being temporarily imported to be documented on the Temporary Admission Permit (Form E29B) as well as the posting of a security deposit.

At the time of exportation, goods granted temporary admission on a Form E29B or Carnet must be presented along with importer's/owner's copies of the appropriate documentation to CBSA for verification and certification. This presentation may occur at a CBSA office inland or at the port of export, depending on the circumstances involved and is necessary for you to receive a refund of any securities posted. Please note that the refund is not immediate.

North American Logistics Services Inc. has been designated as the official customs broker for this event. If you have any questions regarding importing meeting materials into Canada or if you wish to inquire as to the brokerage services provided, please contact Sunny Salas at 416-503-7280.

CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship.

Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: www.cic.gc.ca/english/information/inadmissibility/index.asp

If you have attendees from visa-requiring countries (www.cic.gc.ca/english/visit/visas.asp), please contact the Special Events Unit of Citizenship and Immigration Canada (CIC) at special.events@cic.gc.ca with the specifics of your event. They will assess the visa requirements of your event.

Foreign nationals may engage in exhibiting, selling or displaying goods without a work permit provided they are not selling to the general public. Direct sales to the general public require a work permit. For more information please visit: www.cic.gc.ca/english/work/index.asp

To facilitate border procedures it is recommended that all foreign exhibitors and attendees be provided a copy of this letter for presentation to a CBSA Border Services Officer upon their arrival to Canada.

In conjunction with the presentation of this Recognition Letter, an itemized list of goods including a description, country of origin, quantity and value is required for presentation to CBSA. If your event materials will be imported by a commercial carrier or courier service, a copy of this letter should also be attached to any shipping documents.

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,

Andrée Sirois-Fehr
Regional Coordinator, International Events and Convention Services Program (IECSP)
Canada Border Services Agency
Insert Tel: 613-991-1427 Fax: 613-991-6912
Teletypewriter: 1-866-335-3237
CBSA-ASFC_IECSP-PSEIC_OTT@cbsa-asfc.gc.ca
Government of Canada

*The information you provide in this document is collected under the authority of **Section 107(9) of the Customs Act** for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government departments and/or Agencies (e.g. Citizenship and Immigration Canada) for the purposes of providing assistance with admissibility requirements.*

*Individuals have the right of access to, the protection and correction of their personal information under the **Privacy Act – Section 12**. The information collected is described under the **International Events Personal Information Bank CBSA PPU 040** which is detailed at www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-aiprp/infosource-eng.html*



CANADA CUSTOMS INVOICE

North American Logistics Inc.

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 940 Belfast Road Ottawa, Ontario K1G 4A2 Show: Vegetables Fair Booth#: _____		3. Other References (Include Purchaser's Order No.) Autres références (include le no de commande de l'acheteur) "Your IRS or Fed Tax ID"	
8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Preciser mode et Lieu d'expédition directe vers le Canada Via Ground, Desert City, Sahara		5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)	
7. Country of Origin of Goods Pays d'origine des marchandises USA		6. Country of Transhipment / Pays de transbordement	
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, Lease of Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)	
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)	

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 (Préciser l'unité)	14. Unit Price / Prix Unitaire	15. Total / Valeur de Remplacement
1	Case - Display Booth (knockdown) with Graphics.	1	\$6,000.00	\$6,000.00
1	Box of Company Brochures "Title: Vegetable & Things"	1	\$120.00	\$120.00
1	Box of give-away Pens	150	\$0.25	\$37.50

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.		17. Invoice Total / Total de la facture \$6,157.50	
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 checked="" type="checkbox"/>			21. Departmental Ruling (if applicable) / Decision ministérielle (s'il y a lieu)		

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	
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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"/>	
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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"/>	
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CANADA CUSTOMS INVOICE

North American Logistics Inc

Page _____ of _____

<p>1. Vendor (Name and Address) / Vendeur (Nom et Adresse)</p>	<p>2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada</p> <p>3. Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)</p>
<p>4. Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p>Show: _____ Booth#: _____</p>	<p>5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)</p> <p>6. Country of Transshipment / Pays de transbordement</p> <p>7. Country of Origin of Goods Pays d'origine des marchandises</p> <p style="font-size: small;">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</p>
<p>VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>Yes <input type="checkbox"/> OUI NO <input type="checkbox"/> NON</p>	<p>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.)</p>
<p>8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada</p> <p>Via _____</p>	<p>10. Currency of Settlement / Devises du paiement</p>

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 (Préciser l'unité)	14. Replacement Value / Valeur de Remplacement	
			14. Unit Price / Prix Unitaire	15. Total
<p>CANADIAN CUSTOMS CLEARANCE BY: Freeman Customs Services 877-478-1113</p>				

<p>XI.1 Total Number of Pieces / Nombre total de pièces</p>	<p>16. Total Weight / Poids total</p> <p>Net _____ Gross / Brut _____</p>
<p>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</p> <p>Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/></p>	<p>17. Invoice Total / Total de la facture</p>

<p>19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)</p>	<p>20. Originator (Name and Address) Expéditeur d'origine (Nom et adresse)</p> <p style="text-align: center; font-weight: bold;">Same as Consignee</p>
<p>21. Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)</p>	<p>22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case</p> <p style="text-align: right; font-size: 2em; border: 1px solid black; padding: 2px;">XX</p>

<p>23. If included in field 17 indicate amount Si compris dans le total à la zone 17, préciser</p> <p>(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 \$ _____</p> <p>(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 \$ _____</p> <p>(iii) Export packing Le coût de l'emballage d'exportation \$ _____</p>	<p>24. If not included in field 17 indicate amount Si non compris dans le total à la zone 17, préciser</p> <p>(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 \$ _____</p> <p>(ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat \$ _____</p> <p>(iii) Export packing Le coût de l'emballage d'exportation \$ _____</p>	<p>25. Check (if applicable) Cocher (s'il y a lieu)</p> <p>(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"/></p> <p>(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"/></p>
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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 18, 2016

- 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 #414299

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 Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on 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 Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. 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.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to 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.
- 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 Quick Facts.

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. 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 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 three 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, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS 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 bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show-site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on 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.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- 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 Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to Freeman's carrier choice or delivered back to the warehouse at exhibitor's expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

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 Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- 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 enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access 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

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:** (See definitions on back) 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. Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- UNCRATED:** Shipments that consist of loose carpet and / or padding only require additional labour and equipment to unload.
- CARPET &/OR PAD ONLY:**
- 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.)

FREEMAN material handling

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment ST (200 lb. minimum) beginning April 22, 2016		
Crated or Skidded Shipment.....	\$ 67.00	134.00
Special Handling Shipment.....	\$ 87.25	174.50
Carpet and/or Pad Only Shipment.....	\$100.50	201.00
Show Site Shipment ST (200 lb. minimum) beginning: Please see move-in schedule		
Crated or Skidded Shipment.....	\$ 56.50	113.00
Special Handling Shipment.....	\$ 73.50	147.00
Uncrated or Pad Wrapped Shipment.....	\$ 84.75	169.50
Carpet and/or Pad Only Shipment.....	\$ 84.75	169.50
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment.....	\$ 45.00	
Per Shipment after May 13, 2016.....	\$ 56.25	

*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 13, 2016.....	\$ 16.75	33.50
Show Site Shipment after May 24, 2016 after 4:30pm.....	\$ 14.25	28.50
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 14.25	28.50
Special Handling Shipment.....	\$ 18.50	37.00
Uncrated or Pad Wrapped Shipment.....	\$ 21.25	42.50
Carpet and/or Pad Only Shipment.....	\$ 21.25	42.50
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 14.25	28.50
Special Handling Shipment.....	\$ 18.50	37.00
Uncrated or Pad Wrapped Shipment.....	\$ 21.50	42.50
Carpet and/or Pad Only Shipment.....	\$ 21.50	42.50

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

Tips to Save on Material Handling

- Consolidate shipments - When total weight is less than 200lbs. For example
 3 Separate Shipments

6/08 - 60 lbs. charged @ 200 lbs. \$134.00
 6/10 - 52 lbs. charged @ 200 lbs. \$134.00
 6/11 - 65 lbs. charged @ 200 lbs. \$134.00 = \$402.00

1 Consolidated Shipment
 3 pieces (1 shipment)

177 lbs. @ 200 lbs. = \$134.00

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Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

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
(613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS



FREEMAN outbound shipping

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.

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____
BILLING ADDRESS: _____
CITY: _____ PROV: _____ P.CODE: _____
SHIP TO: COMPANY NAME: _____
DELIVERY ADDRESS: _____
CITY: _____ PROV: _____ P.CODE: _____
PHONE#: _____ ATTN: _____
SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Deferred: Delivery within 4 business days
- Standard Ground: Delivery within 5-7 business days
- Specialized: Pad wrapped, uncrated, or truckload

OTHER COMMON CARRIER _____

VAN LINE _____

OTHER AIR FREIGHT _____

- Next Day
- Second Day
- Deferred

CARRIER PHONE NUMBER _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

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

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

DESIRED NUMBER OF LABELS: _____

F R E E M A N

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

Definition of 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.

***Definition of Privately Owned Vehicles (POV):**

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).....	\$45.00
Cart Service Show-Site (25-70-104 / 106).....	\$60.00

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

Cart Service Per Trip	Requested Date & Time for Unloading	Comments	Sub-Total	HST 13%	TOTAL
PRE-SHOW - \$45.00					
SHOW-SITE - \$60.00					

Mobile Spotting Round Trip	Requested Date & Time for Unloading	Comments	Sub-Total	HST 13%	TOTAL
PRE-SHOW - \$150.00					
SHOW-SITE - \$175.00					

FREEMAN cart service and spotting for mobile vehicles

F R E E M A N

EXHIBITION MATERIAL

R U S H

DO NOT DELAY

MUST BE DELIVERED BY MAY 18, 2016

TO: _____

c/o **Freeman**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA K1G 4A2

WAREHOUSE



Event _____

Booth No. _____ No. of pcs _____ Carrier _____

F R E E M A N

EXHIBITION MATERIAL

R U S H

DO NOT DELAY

MUST BE DELIVERED BY MAY 18, 2016

TO: _____

c/o **Freeman**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA K1G 4A2

WAREHOUSE



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**

F R E E M A N

EXHIBITION MATERIAL

R U S H

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 _____

F R E E M A N

EXHIBITION MATERIAL

R U S H

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 _____

**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.

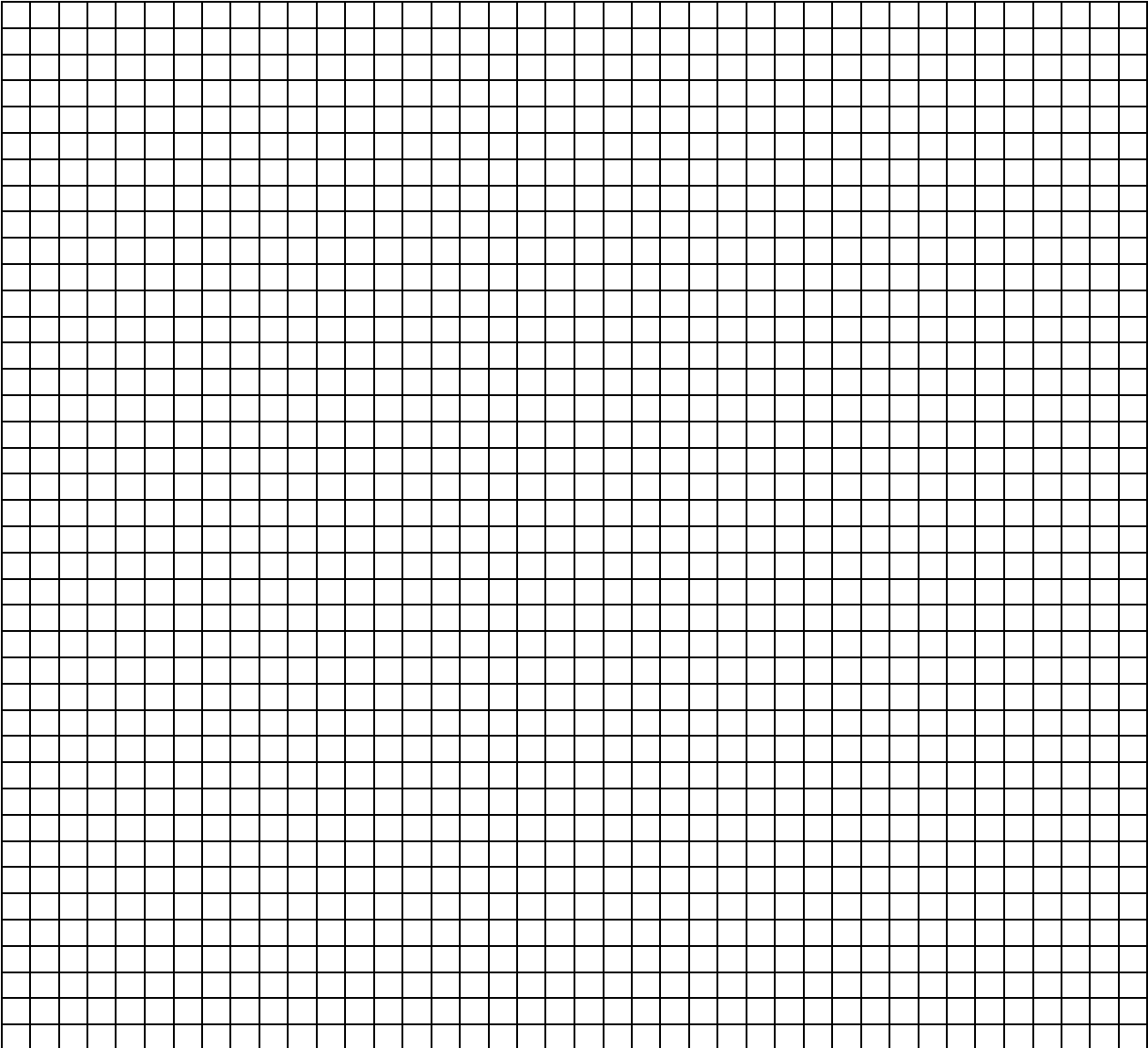
SHOW NAME _____

DATES _____

COMPANY NAME _____

BOOTH # _____

Adjacent Aisle or Booth# _____

Adjacent Aisle or Booth # _____		Adjacent Aisle or Booth # _____
---------------------------------	---	---------------------------------

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.

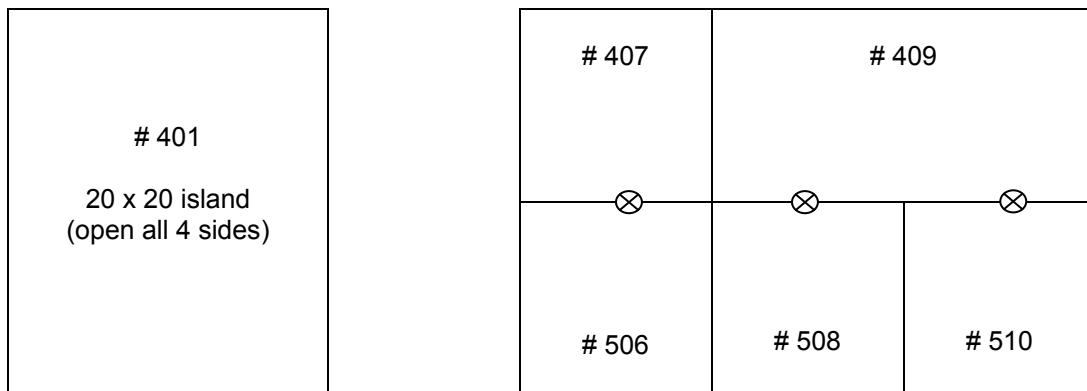
2. Location and load of all outlets.

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.

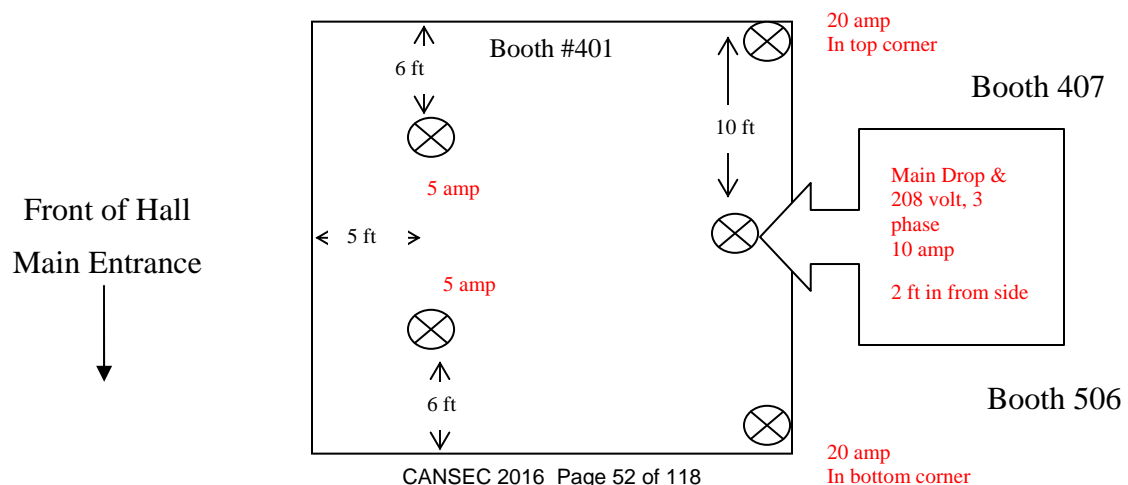
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

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 electrical services usage guide

Freeman does not provide any voltage converters. If your equipment requires such conversion, please bring voltage adapters to convert voltage from 110V, 60Hz to your adaptable voltage. All outlets will be supplied at standard operating 110V/208V/347V/600V AC.

FREEMAN

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



DISCOUNT PRICE
DEADLINE DATE
MAY 3, 2016

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN electrical

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 Price	Standard Price	TOTAL
1500 Watts duplex outlet (40-7-15/16)	_____	_____	\$132.00	\$184.80 = \$	_____
15 A dedicated quad outlet (40-7-17)	_____	_____	\$144.50	\$202.30 = \$	_____
20 A dedicated quad outlet (40-7-20/21)	_____	_____	\$184.75	\$258.65 = \$	_____

208 VOLT SINGLE PHASE (Labour Required for Connection)

20 Amps (40-9-20/21)	_____	_____	\$380.25	\$532.35 = \$	_____
30 Amps (40-9-30/31)	_____	_____	\$508.50	\$711.90 = \$	_____
60 Amps (40-9-60/61)	_____	_____	\$690.75	\$967.05 = \$	_____
100 Amps (40-9-100/101)	_____	_____	\$977.50	\$1368.50 = \$	_____

Please specify the NEMA code on your plug: _____

208 VOLT THREE PHASE (Labour Required for Connection)

20 Amps (40-10-20/21)	_____	_____	\$404.00	\$565.60 = \$	_____
30 Amps (40-10-30/31)	_____	_____	\$536.25	\$750.75 = \$	_____
60 Amps (40-10-60/61)	_____	_____	\$755.75	\$1058.05 = \$	_____
100 Amps (40-10-100/101)	_____	_____	\$1094.75	\$1532.65 = \$	_____

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 supply to unit)

Arm Light *hardwall exhibits only* (40-19-101)	_____	_____	\$32.00	\$44.80 = \$	_____
Quartz Light Stand (40-19-103)	_____	_____	\$70.50	\$98.70 = \$	_____
4' Track Light *hardwall exhibits only* (40-19-4)	_____	_____	\$111.00	\$155.40 = \$	_____
Power Strip (40-30-5)	_____	_____	\$21.50	\$30.10 = \$	_____
Extension Cord (40-30-15)	_____	_____	\$21.50	\$30.10 = \$	_____

SPECIAL REQUIREMENTS

Please contact us at (613) 748-7180 or freemanottawaES@freemanco.com if you require additional information and/or electrical services not listed on this form.

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 3, 2016

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.

TOTAL COST

Subtotal | \$ _____

13% HST Tax | \$ _____
HST# R101889426

GRAND TOTAL | \$ _____

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

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.

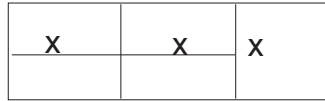
For Lighting

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

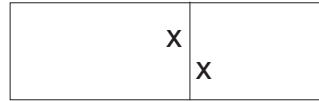
LOCATION OF POWER IN YOUR BOOTH

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

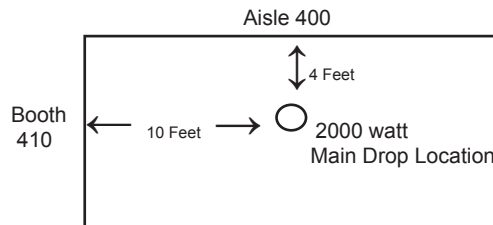


BACK TO BACK PENINSULA

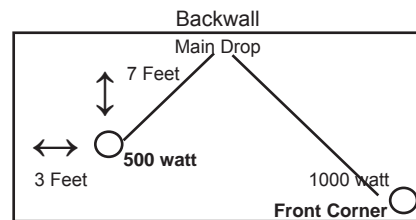
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labour Order Form with your power order, along with a floor plan as described below.

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.

F R E E M A N

940 Belfast Road
 Ottawa, Ontario, Canada K1G 4A2
 Ph: (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	\$83.00	\$ 116.25
Electrician - OT	\$ 124.50	\$ 174.50
Electrician - DT	\$ 166.00	\$ 232.50

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):

Date _____ Time _____ # of Electricians _____

NAME OF ON-SITE CONTACT: _____

CELL PHONE: _____

Special Instructions: _____

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

Date _____ Time _____ Est. # Hours _____ # Electrician _____

Date _____ Time _____ Est. # Hours _____ # Electrician _____

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.

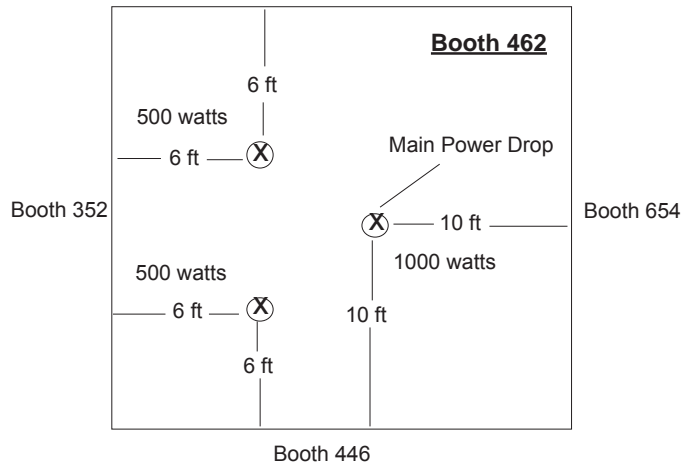
CANCELLATION POLICY

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.



FREEMAN

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 freemanottawaES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER



FREEMAN hanging sign labour

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 aren't 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 a 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: _____

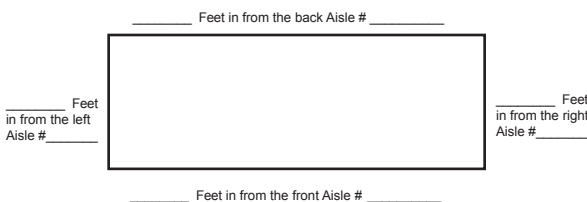
Does Your Sign Require Electricity ___ Assembly ___

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

LABOUR RATES	Advanced Price/Hr	Show Site Price/Hr
Straight Time	\$ 83.00	\$116.25
Overtime	\$124.50	\$174.50
Double Time	\$166.00	\$232.50

LIFT EQUIPMENT RATES

Scissor Lift	\$110.00	\$154.00
Boom Lift	\$160.00	\$224.00

INSTALLATION Estimate

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

ESTIMATED INSTALLATION COST: \$ _____

DISMANTLE Estimate

	QTY	Appx. Hrs.	Rate	Est. Cost
Disassembly Labour:	_____ x _____	hrs @ _____	= \$ _____	
Removal Labour:	_____ x _____	hrs @ _____	= \$ _____	
Lift Equipment:	_____ 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 COST

SUBTOTAL \$ _____

13% HST Tax \$ _____
HST# R101889426

CANSEC GRAND TOTAL \$ _____

FREEMAN

940 Belfast Road
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

FREEMAN structural integrity statement

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

**DISCOUNT PRICE
 DEADLINE DATE
 MAY 3, 2016**

**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)	\$313.25	\$ 438.55	=\$ _____
_____ 5 to 10 cu.ft. per min. (40-1-10)	\$461.50	\$ 646.10	=\$ _____
_____ 11 to 20 cu.ft. per min. (40-1-11)	\$676.50	\$ 947.10	=\$ _____
_____ 21 to 38 cu.ft. per min. (40-1-12)	\$795.25	\$1,113.35	=\$ _____
_____ 24hrs Continuous Service (40-1-20)	\$ 82.75	\$ 115.85	=\$ _____

Natural Gas

_____ Initial 1/2" connection to booth (40-1-200)	\$384.50	\$538.30	=\$ _____
_____ Additional connection to booth (40-1-200)	BY QUOTATION		=\$ _____
_____ 24hrs Continuous Service (40-1-106)	\$ 82.75	\$ 115.85	=\$ _____

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)	\$277.25	\$388.15	=\$ _____
_____ Fill and Drain container up to 5000 gallons (40-3-15)	\$415.00	\$581.00	=\$ _____
_____ Fill and Drain container exceeding 5000 gallons (40-3-16)	\$519.00	\$726.60	=\$ _____
_____ 1/2" Valved cold water connection to booth (40-2-1)	\$347.50	\$486.50	=\$ _____
_____ Drain connector to booth (gravity) minimum (40-3-17)	\$247.25	\$346.15	=\$ _____
_____ Drain connector to booth (pumped) minimum (40-3-18)	\$365.00	\$511.00	=\$ _____
_____ Additional air, water, or drain outlets (40-2-2)	\$147.50	\$206.50	=\$ _____
_____ 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)	\$160.00	\$224.00	=\$ _____

SPECIAL REQUIREMENTS

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

SPECIAL REQUIREMENT:

_____ = \$ _____
 _____ = \$ _____
 _____ = \$ _____

Additional Information

To honor 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 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.

TOTAL COST

SUBTOTAL	\$ _____
13% HST Tax HST# R101889426	\$ _____
GRAND TOTAL	\$ _____

Please include complete Method Of Payment and/or Third Party Authorization with this form for processing.

FREEMAN mechanical services

F R E E M A N

HANGING SIGN



DO NOT DELAY

MUST BE DELIVERED BY MAY 17, 2016

FROM:

Company Name _____

Piece Count _____

TO: **Freeman Electrical**

940 BELFAST ROAD

C/O CANSEC

OTTAWA, ONTARIO, CANADA

K1G 4A2

F R E E M A N

HANGING SIGN



DO NOT DELAY

MUST BE DELIVERED BY MAY 17, 2016

FROM:

Company Name _____

Piece Count _____

TO: **Freeman Electrical**

940 BELFAST ROAD

C/O CANSEC

OTTAWA, ONTARIO, CANADA

K1G 4A2

PAYMENT AND 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" means Freeman Expositions, Inc. and Freeman Expositions, Ltd. and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, 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 checks 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 orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labour orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and 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 canceled 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 Center Representative of problems with any orders, and to check the 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 State or 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 preapproved 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 pre-paid 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 STATE OF TEXAS. In the event of any dispute between the 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 its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, 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 the 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 the EXHIBITOR'S account.

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, 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 WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS 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 attorneys' 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 section. 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, judgments, and expenses (including but not limited to reasonable attorneys' 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, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO EXHIBIT TRANSPORTATION'S "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO SERVICES PROVIDED BY EXHIBIT TRANSPORTATION BY FREEMAN. 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 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:

- THIS MATERIAL HANDLING AGREEMENT 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 THE FREEMAN COMPANIES.

FREEMAN TERMS & CONDITIONS

1. DEFINITIONS. For purposes of this Contract, "FREEMAN" means Freeman

Expositions, Ltd. dba Freeman and its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

2. PACKAGING AND CRATES. FREEMAN shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, 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 and similar means.

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. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or its representative, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier, and during such times, your 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 highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements 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.

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 that arises out of improperly loaded materials.

6. DESIGNATED CARRIERS. In order to expedite removal of materials from show site as required by Show Management and/or the facility, FREEMAN shall have the authority to change the EXHIBITOR 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. FREEMAN'S RESPONSIBILITIES. FREEMAN shall be responsible only for those services which it directly provides. FREEMAN assumes no responsibility for any persons, parties, or other contracting firms not under FREEMAN'S direct supervision and control. FREEMAN'S performance hereunder is subject to, and FREEMAN shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond FREEMAN'S reasonable control, nor for ordinary wear and tear in the handling of materials.

8. INSURANCE. It is understood that FREEMAN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide FREEMAN with a release of subrogation to the extent of any insurance settlement received.

9. 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 conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the 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 the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, EXHIBITOR shall not be

entitled to and shall not withhold payment, or any partial payment, due 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 \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

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 HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOSS PROFITS, LOSS OF USE, INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

10. DECLARED VALUE. Declarations of Declared Value are between the 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 the 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.

11. JURISDICTION/ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS 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 A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof. The parties hereby confirm their express wish that this contract and all documents relating thereto be drawn up in English only, but without prejudice to any such documents or instruments which may from time to time be drawn up in French only, or in both French and English. *Les parties aux présentes confirment leur volonté que le présent contrat de même que tous autres documents s'y rapportant soient rédigés en anglais seulement, mais sans préjudice cependant à tous tels documents qui pourront à l'occasion être rédigés en français seulement ou à la fois en français et en anglais.* Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. INDEMNIFICATION. EXHIBITOR agrees to indemnify and forever hold harmless 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, judgments, and expenses (including but not limited to reasonable attorneys' 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:

- EXHIBITOR'S negligent supervision of any labour secured through TFC, or the negligent supervision of such labour by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of TFC'S equipment;
- EXHIBITOR'S violation of Federal, Provincial, State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

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. SEVERABILITY. If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.

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 Service Request and Shipping Instruction 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 the Shipper. The 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. The term "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 the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is 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 on 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 the Shipper and Consignee. When a container is used repeatedly 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 any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian 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.

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 telephonic, 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 tariff, 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 THOSE 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 \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) 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 \$9.07 PER POUND (\$20.00 PER KILOGRAM) 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 THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) 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 SHIPPING REQUEST AND SHIPPING INSTRUCTION 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 \$500.00 (USD):

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
- clocks, watches, jewelry (including costume jewelry), 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 the acceptance by Freeman of 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 example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits 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 though the alleged loss or damage is claimed to result from negligence, strict liability, products 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), non-delivery, 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, its employees, directors, officers, agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' 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, State, Provincial, 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 (b) of this Agreement 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 fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the 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 800-995-3579. The shipment, 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 per - form such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and 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) 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 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 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: Sedgwick, PO Box 14151, Lexington, KY 40512-4151

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'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 DALLAS, TEXAS, AND THE RULES OF THE AMERICAN 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 OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

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 terms & conditions

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. 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 signing page one of this document or electronic acknowledgment of 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. The term "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 the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is 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, 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 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 on 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 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. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

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 is subject to the special services and charges offered in the Freeman tariff Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper storage 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 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 telephonic, 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.
- Storage charges, based on Freeman's tariff, 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 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. 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 THE 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 \$2.00 (USD) 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

pound 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 \$500.00 (USD):

- Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures;
- Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing;
- Personal effects, including without limitation, papers and documents;
- Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the 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, Freeman's **MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$20,000 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 example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or 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 though the alleged loss or damage is claimed to result from negligence, strict liability, products 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
- For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- 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.
- 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, Gasses, 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, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' 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, State, Provincial, 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, mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151. 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 15 calendar 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. 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.

11. CHOICE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS 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 A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment 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.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$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 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.

FREEMAN terms & conditions



CANSEC

2016 Safe Room Show of Interest Form

A safe room for secure overnight storage of firearms and small pieces of high value equipment will be available to exhibiting companies on a complimentary basis. The room would be available from 14h00 on Sunday, May 22nd until 12 noon on Thursday May 26th. All items are to be contained within hard cases and the cases will be security sealed by CANSEC Security staff upon entry to the storage area. Each item will be signed in and out by pre-authorized exhibitors.

If your company wishes to make use to this service, please complete this show of interest form and return by email to kirkstratinc@sympatico.ca. A CANSEC Security representative will communicate with the contact person named below to make necessary arrangements.

Company Name: _____

Contact Person: _____

Telephone Number: _____ Cellular Number: _____

Email Address: _____

A Password or Pass code can also be added if desired.

Item(s) for Storage	Description	Size	Quantity



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 _____

WIFI Sponsor **Northrop Grumman Electronic Systems**



Standard Wireless Service is provided at CANSEC 2016 complements of the sponsor Northrop Grumman. If you use the internet for any demonstrations or functions other than email/general web access, please contact D.E. Systems Ltd. for information on upgrading your service.



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.



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 **Quantity**

Desktop Core i5 Processor, 8 GB RAM, 500 GB HDD, DVD-RW \$200.00

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, 4 GB RAM, 500 GB HDD, DVD-RW \$325.00

iMAC Core i5, 22" TFT, 4 GB RAM, 160 GB HDD, DVD-RW \$300.00

iPAD 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

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.





Email forms to tradeshows@desystems.com

Fax Form to (613) 723-8756

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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 Includes iPod Touch Mobile Input Device and Internet Service	May 6th, 2016 \$300.00	May 6th, 2016 \$325.00	\$350.00		
Lead Retrieval Web Application Only*	\$200.00	\$225.00	\$250.00		
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				
*Application requires a device with ability to read QR Codes and an active Internet connection.				HST: 13%	
Leads available to exhibitor online at end of show.				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 delivery and pickup 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



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

Fax: 613-742-3434
hprice@duoson.com



CANSEC
CANADA'S GLOBAL DEFENCE & SECURITY TRADE SHOW

MAY 25-26, 2016, EY CENTRE, OTTAWA, CANADA

May 25-26, 2016

produced by:



AUDIO-VISUAL REQUEST for ESTIMATE

Please return the completed form to hprice@duoson.com or fax back to 613-742-3434 - attention Hal Price
 Duoson Multimedia will send you a detailed written estimate that includes equipment, delivery, accessories, cables, labour and tax.

Name:		Event: CANSEC 2016	
Company:		Location: ERNST & YOUNG CENTRE Ottawa, ON - Canada	
Address:		Event Dates: MAY 25-26, 2016	
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

Fax: 613-742-3434

hprice@duoson.com



CANSEC

CANADA'S TELECOM DIVISION & SECURITY TRADE SHOW

MAY 25-26, 2016, EY CENTRE, OTTAWA, CANADA

produced by:



May 25-26, 2016

QUANTITY	DESCRIPTION	SHOW RATE	
		Before May 1, 2016	After May 1, 2016
DISPLAY MONITORS:			
	24" HD Flat Screen with Table Stand (no sound)	\$225.00	\$270.00
	32" HD Flat Screen with USB Media Player and Sound	\$337.50	\$405.00
	40" HD Flat Screen	\$450.00	\$540.00
	55" HD Flat Screen with USB Media Player and Sound	\$825.00	\$990.00
	60" HD Flat Screen with USB Media Player and Sound	\$975.00	\$1,170.00
	70" HD Flat Screen with USB Media Player and Sound	\$1,275.00	\$1,530.00
	80" HD Flat Screen with USB Media Player and Sound	\$1,875.00	\$2,250.00
	90" HD Flat Screen with USB Media Player and Sound (Limited Available)	\$2,925.00	\$3,510.00
	Tall Floor Stand for Monitor	\$100.00	\$120.00
	Wall Mount Assembly for Monitor	\$40.00	\$48.00
<i>Projectors and Screens available pending booth limitations</i>			
TOUCH SCREENS			
	Samsung ME40B 40" Multitouch Screen (please add type of mount)	\$843.75	\$1,012.50
	Samsung ME46B 46" Multitouch Screen (please add type of mount)	\$1,068.75	\$1,282.50
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
<i>Additional AudioVisual Equipment Available Pending Booth Requirements including professional sound systems with wired and wireless microphones</i>			
REQUEST FOR LABOUR			
	CUSTOMER PICKUP at OTTAWA WAREHOUSE?	YES	NO
	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-2016-01-20 vs1



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 <small>(please specify in Notes, which days)</small>
Daily Exhibit Cleaning	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.



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.

Requested Times

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



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

Domestic Beer \$6

Molson Canadian | Coors Light | Alexander Keith's

Import Beer \$7

Heineken | Clocktower | Beau's | Kichesippi

Wine

White Wines

Jackson Triggs Black Reserve Chardonnay, Niagara VQA, 2010 (750ml) \$30/Bottle

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

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.

Woodbridge by Robert Mondavi, Lightly Oaked Chardonnay, California (750ml) \$36/Bottle

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

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

Red Wines

Jackson Triggs Black Reserve Cab Franc Cabernet Sauvignon, Niagara VQA (750ml) \$30/Bottle

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 Pinot Noir VQA Niagara Peninsula (750ml) \$33/Bottle

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, Argentina (750ml) \$34/Bottle

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.

Woodbridge by Robert Mondavi, Cabernet Sauvignon (750ml) \$36/Bottle

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

	Domestic Beer		Totals
<input type="checkbox"/> ___	Bottle of Molson Canadian	\$6.00	= _____
<input type="checkbox"/> ___	Bottle of Alexander Keith's	\$6.00	= _____
<input type="checkbox"/> ___	Bottle of Coors Light	\$6.00	= _____
	Import Beer		
<input type="checkbox"/> ___	Bottle of Heinken	\$7.00	= _____
<input type="checkbox"/> ___	Bottle of Clocktower Craft Brew	\$7.00	= _____
<input type="checkbox"/> ___	Bottle of Beau's	\$7.00	= _____
<input type="checkbox"/> ___	Bottle of Kichesippi	\$7.00	= _____

Wines

	White Wines		
<input type="checkbox"/> ___	Bottle of Jackson Triggs Black Reserve Chardonnay	\$30.00	= _____
<input type="checkbox"/> ___	Bottle of Inniskillin Niagara Riesling	\$32.00	= _____
<input type="checkbox"/> ___	Bottle of Woodbridge by Robert Mondavi Chardonnay	\$36.00	= _____
<input type="checkbox"/> ___	Bottle of Kim Crawford Sauvignon Blanc	\$42.00	= _____
	Red Wines		
<input type="checkbox"/> ___	Bottle of Jackson Triggs Black Reserve Carbonet Sauvignon	\$30.00	= _____
<input type="checkbox"/> ___	Bottle of Inniskillin Estate Select Pinot Noir VQA	\$33.00	= _____
<input type="checkbox"/> ___	Bottle of Marcus James Malbec, Argentina	\$34.00	= _____
<input type="checkbox"/> ___	Bottle of Woodbridge by Robert Mondavi, Cabernet Sauvignon	\$36.00	= _____

Grand Total: _____

Prices do not include tax or service charge.



FOOD & BEVERAGE ORDER FORM

Beverages

		Totals
<input type="checkbox"/> ___	Coffee or Tea - Small Thermos (64oz 8 Cups)	\$22.00 = _____
<input type="checkbox"/> ___	Coffee or Tea - Large Thermos (160oz 20 Cups)	\$55.00 = _____
<input type="checkbox"/> ___	Coffee Pod Machine Rental (includes 12 pods)	\$120.00 = _____
<input type="checkbox"/> ___	Additional Pods	\$20.00 dz = _____
<i>All Coffee Service (includes Creamers, Sugar, Stir Sticks & Cups)</i>		
<input type="checkbox"/> ___	Soft Drinks Assorted (355ml - Pepsi Products)	\$2.50 = _____
<input type="checkbox"/> ___	By the case	\$48.00 = _____
<input type="checkbox"/> ___	Bottle Water (591ml - Aquafina)	\$3.00 = _____
<input type="checkbox"/> ___	By the case	\$48.00 = _____
<input type="checkbox"/> ___	Dole Premium Juices (Apple, Orange, Cranberry, Strawberry Kiwi)	\$3.00 = _____
<input type="checkbox"/> ___	By the case	\$48.00 = _____
Ice Delivery	<input type="checkbox"/> ___ 5lbs Bag - \$5.00 <input type="checkbox"/> ___ 25lbs Bag - \$25.00	= _____

Bakery Items

Assorted Muffins	<input type="checkbox"/> ___ Each - \$1.95	<input type="checkbox"/> ___ Dozen - \$25.00	= _____
Assorted Cookies	<input type="checkbox"/> ___ Each - \$1.35	<input type="checkbox"/> ___ Dozen - \$16.00	= _____
Assorted Pastries	<input type="checkbox"/> ___ Each - \$2.25	<input type="checkbox"/> ___ Dozen - \$27.00	= _____

Snack Items

Individual Chips	<input type="checkbox"/> ___ Each - \$2.00	= _____
Chocolate Bars	<input type="checkbox"/> ___ Each - \$2.00	= _____
Granola Bars	<input type="checkbox"/> ___ Each - \$2.00	= _____
Mixed Nuts	<input type="checkbox"/> ___ Each - \$2.00	= _____

Box Lunches

<input type="checkbox"/> ___	Buffalo Chicken Wrap (w/ Lays Plain Chip, Canned Pop)	\$9.00 = _____
<input type="checkbox"/> ___	EY Turkey Fococcia Club (Lays Plain Chip, Canned Pop)	\$10.00 = _____
<input type="checkbox"/> ___	Grilled Chicken Caesar (Lays Plain Chip, Canned Pop)	\$10.00 = _____
<input type="checkbox"/> ___	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

<input type="checkbox"/> ___	Assorted Sandwiches	\$6.00 pp = _____
<input type="checkbox"/> ___	Assorted Wraps	\$6.00 pp = _____
<input type="checkbox"/> ___	Fruit Platters	\$4.00 pp = _____
<input type="checkbox"/> ___	Chips & Salsa	\$6.00 pp = _____
<input type="checkbox"/> ___	Sushi Platters	\$8.00 pp = _____
Cheese Platters	<input type="checkbox"/> ___ Import Cheese - \$9.00 pp <input type="checkbox"/> ___ Domestic - \$6.00 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

+ _____
Administrative Charge (15%)

+ _____
HST (13%)

= _____
Grand Total

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.

Canada

Other (USA and International)

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.