

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 8' x 10' black draped booth will include an 8' high back wall, 3' high side walls, one 6' skirted table, two chairs and one 1500w electrical outlet.

**Note: Our office will be closed December 24-26, 2018 & January 1, 2019 for the holiday season and February 18, 2019 for Family Day.**

### IMPORTANT ELECTRICAL INFORMATION

By default, any power outlets ordered are located at the rear of the booth for inline and peninsula booths. Please see the Electrical Labour 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.

### EXHIBIT HALL CARPET

The exhibit areas and booths are carpeted with the existing facility carpet. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Order Form in the service manual.

### DISCOUNT PRICE DEADLINE DATE

Take advantage of a 30% discount by ordering online at [www.freeman.com](http://www.freeman.com) by **February 8, 2019**. Freeman cannot guarantee pricing and availability of the Specialty Furnishing items noted with the symbol (+) on the Furnishing Order Form after this deadline.

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to [Pre-Show FAQ](#)

Monday, March 4, 2019 2:00pm - 4:00pm

### EXHIBIT HOURS

Tuesday, March 5, 2019 8:00am - 5:45pm

Wednesday, March 6, 2019 8:00am - 5:45pm

Thursday, March 7, 2019 8:00am - 11:00am

### EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#)

Thursday, March 7, 2019 11:00am - 2:00pm

### DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the show is closed.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **March 7, 2019 @ 1pm with Freeman.**

### 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 4:00pm and 6:00am (Monday to Friday), between 8:00am and 4:00pm (Saturday & Sunday) will have overtime charges applied. All labour services performed between 6:00pm and 8:00am (Monday to Friday) and between 4:00pm and 8:00am (Saturday & Sunday) will have double-time charges applied. Please refer to the Labour Order form in the service manual. All material handling services performed after 4:00pm (Monday to Friday) and all day Saturday and Sunday will have overtime charges applied. Please refer to the Material Handling Order Form in the service manual.

## MATERIAL HANDLING

Exhibitors may hand-carry their own freight. All exhibitors handling their own freight will be responsible to arrange their own storage of empty containers during the show. No storage will be available on the show floor. The use of pump trucks or other mechanical equipment is not permitted. Any material handled by Freeman will be charged according to the rates listed within the service manual. Please refer to the Material Handling OrderForm for rates.

## 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.

## SHIPPING INFORMATION

### Advanced Warehouse Shipping Address:

**CGA Operations, Engineering & Integrity Conf 2018**

Exhibiting Company Name C/O Freeman

Booth # \_\_\_\_\_

**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 **February 4, 2019** at the above address.

All full load trailer shipments must be accompanied by 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 **February 25, 2019**.

Warehouse materials are accepted Monday through Friday between the hours of 8:00am to 4:30pm. **Please Note: The warehouse will be closed on February 18, 2019 in observance of Family Day therefore shipments will not be accepted on this date.**

## FACILITY RESTRICTIONS

All shipments must be directed to the Freeman warehouse. No show site shipments will be allowed.

Exhibitors may handle their own hand-carried materials, or they may arrange for this to be done by Freeman.

Storage space is not available at the Delta Ottawa City Centre.

- It is highly recommended that you contact Freeman Exhibitor Services prior to shipping.
- Any charges incurred for early freight accepted by the facility is the responsibility of the exhibitor.
- Forklifting Services are not available at the Delta Ottawa City Centre.
- Pump Jacks may be used in the Delta Ottawa City Centre.

### Restrictions:

- Loading Dock Available: Trucks should not exceed 10'6" in height and 8'6" in width and 25' in length for move out only.
- Loading Dock Unavailable: Trucks will need to be equipped with a tailgate for street loading, and crates may need to be uncrated prior to moving onto the show floor and re crated at the close of the show. Additional fees will apply, please contact Freeman Exhibitor Services for details.

## FREEMAN ONLINE®

Take advantage of discount pricing by ordering online by **February 8, 2019**.

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

To place online orders you will be required to enter your unique username and password. To access FreemanOnline for **CGA Operations, Engineering & Integrity Conference 2019** go to: <http://www.freemanco.com/store/show/showInformation.jsp?showID=476643&nav=02> Click on the "Login" link in the top right corner to proceed.

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

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

**For French speaking exhibitors that require assistance, please contact the Ottawa office directly at 613-748-7180 ext. 234. Our office hours are Monday to Friday from 8:30am to 5:00pm.**

**Les exposants francophones qui ont besoin d'aide sont priés de communiquer directement avec le bureau d'Ottawa au 613-748-7180 poste 234. Veuillez noter que nos heures d'ouverture sont de 8h30 à 17h00 du lundi au vendredi.**

## EXHIBIT TRANSPORTATION & CUSTOMS

As a 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 **CGA Operations, Engineering & Integrity Conf 2018**. Our Exhibit Transportation Department will be in contact with you to discuss your shipping requirements, however you are able to reach a Customer Service Representative:

Phone Toll Free (U.S. & Canadian Exhibitors): (877) 478-1113  
 Phone (Int'l/Overseas Exhibitors): Country Code: +1-817-607-5183  
 Fax: (905) 951-3145  
 Email: [exhibittrans.canada@freemanco.com](mailto:exhibittrans.canada@freemanco.com)

## AS A REMINDER

All shipments originating outside Canada require Canada Customs Clearance and US 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: FedEx, UPS, DHL or any other small packages/boxes carriers, please confirm that all ancillary charges (duties, taxes and customs clearance fees) are PREPAID. This includes 3<sup>rd</sup> 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 cases, 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 and customs clearance fees) are re-billed to the corresponding exhibitor plus 'Advancement Fees'.

## 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@freeman.com](mailto:freemanottawaes@freeman.com)

WE APPRECIATE YOUR BUSINESS.

## SERVICE CONTRACTOR CONTACTS / INFORMATION

### FREEMAN TRANSPORTATION & CUSTOMS

Phone Toll Free (U.S. & Canadian Exhibitors): (877) 478-1113  
 Phone (Int'l/Overseas Exhibitors): Country Code: +1-817-607-5183  
 Fax: (905) 951-3145  
 Email: [exhibittrans.canada@freemanco.com](mailto:exhibittrans.canada@freemanco.com)

### DELTA OTTAWA CITY CENTRE (INTERNET)

Phone: (613) 688-6832  
 Lori McKendry  
 Email: [lori.mckendry@deltahotels.ca](mailto:lori.mckendry@deltahotels.ca)

### FREEMAN AUDIO VISUAL CANADA

Phone: (613) 237-3600 ext. 6305  
 Ken Parsons  
[Ken.Parsons@freemanco.com](mailto:Ken.Parsons@freemanco.com)

## 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 for Canada and U.S. exhibitors or (512) 982-4186 for international exhibitors.

### SAVE MONEY

Take advantage of a 30% discount by ordering online at [www.freeman.com](http://www.freeman.com) by **February 8, 2019**.

### AVOID DELAY

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

### SAFETY TIPS

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

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

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

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

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

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

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

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

### EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to [Pre-Show FAQ](#)

For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#)

Should you have any questions or require assistance, please contact Freeman Exhibitor Services at 613-748-7180 ext. 234 or via email at [FreemanOttawaES@freeman.com](mailto:FreemanOttawaES@freeman.com).

French order forms are available upon request.

# PAYMENT & LABOUR

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

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

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

## DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, Inc., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc., Stage Rigging, Inc., The Freeman Company, Freeman Electrical, Inc., Freeman Digital Ventures, Inc., 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 secure funds and all cheques must be in Canadian funds. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. 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 (excluding Audio Visual equipment and computers) include delivery, installation and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labour, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any order or services by EXHIBITOR, a one hour "per person, per hour" charge will be applied for all labour orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If Prestige carpet, custom-cut carpet, modular rental exhibits or any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labour. If the show or event is cancelled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Centre Representative of problems with any orders and to check EXHIBITOR'S invoice for accuracy prior to the close of the show or event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the province in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For international EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in TORONTO, ONTARIO, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE PROVINCE OF ONTARIO, CANADA. In the event of any dispute between EXHIBITOR and FREEMAN relative to any loss, damage or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction and shall be resolved on their own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the estimate of charges and the actual charges incurred for material handling, labour time & materials, utility services or equipment usage, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt by either party.

## ELECTRICAL

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

## LABOUR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

## INDEMNIFICATION

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

## IMPORTANT

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

# MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# AIR CARGO

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

### 7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

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

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

## REDUCING YOUR FOOTPRINT

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

### Green Tips for Exhibitors

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

#### Supplies and Ordering

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

#### Printing, Recycling and Waste Management

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

#### Shipping and Transportation

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

#### Personnel and Best Practices

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

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

# FREEMAN®

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

**DISCOUNT PRICE  
DEADLINE DATE**  
FEBRUARY 8, 2019

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

NAME OF SHOW: **CGA OPERATIONS, ENGINEERING & INTEGRITY CONFERENCE**

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 (476643) 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:

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

AMERICAN EXPRESS     MASTERCARD     VISA

**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**

■ 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.**

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					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.freeman.com](http://www.freeman.com).
- 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 Centre 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.

For secure and fast payment by credit / debit credit card, click here to enter your payment information:  
<https://payments.freemanco.com/?DepartmentId=3796F00A-5E7A-400B-8A7A-5FDCE61CA0B3>

FREEMAN method of payment

**NAME OF SHOW:** CGA OPERATIONS, ENGINEERING & INTEGRITY CONFERENCE**In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.****EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING**

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

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

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

EXHIBITOR NAME: (PLEASE PRINT) \_\_\_\_\_

EXHIBITOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**EXHIBITING COMPANY INFORMATION**

EXHIBITING COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

EXHIBITING COMPANY ADDRESS: \_\_\_\_\_

CITY/PROVINCE/POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

EXT. \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT'S E-MAIL: \_\_\_\_\_

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

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

**THIRD PARTY COMPANY INFORMATION**

THIRD PARTY COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

THIRD PARTY ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EXT. \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT'S E-MAIL: \_\_\_\_\_

E-MAIL FOR INVOICE: \_\_\_\_\_

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

**THIRD PARTY CREDIT CARD AUTHORIZATION**

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

CREDIT CARD ACCOUNT NO: \_\_\_\_\_

EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME (PLEASE PRINT): \_\_\_\_\_

CARD TYPE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

CARDHOLDER BILLING ADDRESS: \_\_\_\_\_

CITY/PROVINCE/POSTAL CODE: \_\_\_\_\_

Your exhibit space should reflect your company's distinctive look and feel, which is why the furniture you choose to fill it is so important. Freeman Furnishing Essentials has everything you need with an assortment of superior, professional pieces in eye-catching shapes and styles to suit any budget or design essential. In addition, the quality control standards and in-house maintenance that Freeman adheres to are outstanding, so you always know you're getting the best furniture possible to make your show experience a total success.

Browse through this brochure and if you don't find what you want, don't worry. We will work with you every step of the way to make sure you get exactly what you're looking for. Our prices are all-inclusive and cover shipping and material handling with no hidden fees. Also, Freeman has multiple warehouse locations, so delivering your furniture solution is always quick and simple.

Votre stand devrait être un reflet de l'allure et de la personnalité de votre société, d'où l'importance du choix des meubles pour le remplir. La gamme d'ameublement essentiel de Freeman a tout ce dont vous avez besoin, avec un assortiment de meubles professionnels dans des formes et des styles attrayants pouvant satisfaire à tout budget ou toute conception. En outre, les normes de contrôle de la qualité et l'entretien à l'interne de Freeman sont hors pair, donc vous êtes toujours assurés d'avoir les meilleurs meubles possibles pour la réussite de votre participation.

Découvrez nos produits dans cette brochure et si vous ne trouvez pas exactement ce que vous voulez, ne vous en souciez pas - nous travaillerons avec vous tout le long du processus afin de nous assurer que vous obteniez exactement ce que vous désirez. Nos prix comprennent les frais d'expédition et de manutention, sans frais cachés. Freeman possède également plusieurs sites d'entreposage; la livraison de vos meubles se fait donc toujours rapidement et en toute sécurité.

## SEATING | SIÈGES

**BLACK DIAMOND  
SIDE CHAIR  
71089**

21"W 23"L 32"H

**CHAISE SANS BRAS  
BLACK DIAMOND  
71089**

21"Large 23"L 32"H



**BLACK DIAMOND STOOL  
71088**

22"W 18"L 46"H

**TABOURET  
BLACK DIAMOND  
71088**

22"Large 18"L 46"H



## SEATING | SIÈGES

### BLACK DIAMOND ARMCHAIR 71090

20"W 21"L 33"H

### CHAISE AVEC BRAS BLACK DIAMOND 71090

20"Large 21"L 33"H



### LIMERICK® CHAIR BY HERMAN MILLER grey 210108

18"W 17.75"L 33"H

### CHAISE LIMERICK® BY HERMAN MILLER grise 210108

18"Large 17.75"L 33"H

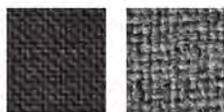


### CASEY PADDED STOOL black or grey fabric 210112

20"W 21.5"L 42.5"H

### TABOURET CASEY tissu noir ou gris 210112

20"Large 21.5"L 42.5"H



**SEATING | SIÈGES**

**GREY GASLIFT STOOL  
71047**

24"W 20"L 46"H

**TABOURET STÉNO GRIS  
71047**

24"Large 20"L 46"H

Telescoping height adjustment;  
five-caster base rolls with ease.  
Base à cinq roulettes et ajustement  
télescopique de la hauteur.



**GREY GASLIFT CHAIR  
71045**

26"W 20"L 38"H

**CHAISE STÉNO GRIS  
71047**

26"Large 20"L 38"H



**TABLES | TABLES**

**Studio Series**

**BLACK END TABLE  
115104**

17"W 17"L 18"H

**Gamme Studio**

**TABLE DE BOUT NOIRE  
115104**

17"Large 17"L 18"H



**BLACK COCKTAIL TABLE  
115103**

36"W 20"L 15"H

**TABLE À COCKTAIL NOIRE  
115103**

36"Large 20"L 15"H

**Soho Series**

**BLACK PEDESTAL TABLE  
72067**

36" Diam. 30"H

**Gamme Soho**

**TABLE-PIEDESTAL NOIRE  
72067**

36" Diam. 30"H



## DISPLAY | PRÉSENTOIR

### DISPLAY CYLINDERS *black*

*low* **75020**

30"Diam 15"H

*medium* **75021**

18"Diam 20"H

*high* **75022**

24"Diam 36"H

### PRÉSENTOIR CYLINDRIQUE *noir*

*bas* **75020**

30"Diam 15"H

*moyen* **75021**

18"Diam 20"H

*haut* **75022**

24"Diam 36"H



### ORION COMPUTER KIOSK *black* **75079**

28"L 28"D 40.5"H

(Computer not included.)

### COMPTOIR À ORDINATEUR ORION *noir* **75079**

28"Large 28"L 40.5"H

(Ordinateur non inclus.)



## DRAPED OR UNDRAPED TABLES & COUNTERS

Coloured draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white plastic tops.

## TABLES ET COMPTOIRS AVEC OU SANS JUPE

Les tables sont recouvertes de vinyle blanc et d'une jupe sur 3 côtés. Nous pouvons installer une jupe au 4e côté. Les tables sans jupe sont également recouvertes de vinyle blanc.



### TABLES (30" HEIGHT)

#### TABLES (30" HAUTEUR)

	4'	6'	8'
Draped   Avec jupe	124430	124630	124830
Draped on Fourth Side   Avec jupe au 4e Côté		1240630	1240830
Undraped   Sans jupe	125430	125630	125830

### COUNTERS (42" HEIGHT)

#### COMPTOIRS (42" HAUTEUR)

	4'	6'	8'
Draped   Avec jupe	124442	124642	124842
Draped on Fourth Side   Avec jupe au 4e côté		1240642	1240842
Undraped   Sans jupe	125442	125642	125842



## ACCESSORIES

### CHROME SIGN HOLDER 220118

Holds 22" x 28" sign

### PORTE-ENSEIGNE CHROME 220118

Pour une enseigne 22"x 28" - 220118



### FLAT LITERATURE RACK 750136

10"L 55"H

Display printed materials in six pockets

### PORTE-BROCHURES 750136

10"L 55"H

Six pochettes



### SMALL REFRIGERATOR EMPTY 75057

19"W 19"L 34"H

### PETIT RÉFRIGÉRATEUR VIDE 75057

19"Large 19"L 34"H



### ALUMINUM EASEL 220134

### TRÉPIED ALUMINIUM 220134



### CORRUGATED WASTEBASKET 220106

### CORBEILLE À PAPIER (CARTON ONDULÉ) 220106



### CHROME STANCHION WITH 8' RETRACTABLE BELT 220121

42"H

### POTEAU DE FOULE AVEC SANGLE RÉTRACTABLE 8' 220121

42"H



**ACCESSORIES**

**CHROME BAG RACK**  
220110

**PORTE-SACS CHROME**  
220110



**CHROME COAT TREE**  
220109

**PATÈRE CHROME**  
220109



**FILE CABINET WITH LOCK**  
(TWO-DRAWER)  
74082

25"W | 15"L | 28"H

**CLASSEUR AVEC SERRURE**  
(DEUX TIROIRS)  
74082

25"Large | 15"L | 28"H



**FILE CABINET WITH LOCK**  
(FOUR-DRAWER)  
74081

25"W | 15"L | 52"H

**CLASSEUR AVEC SERRURE**  
(QUATRE TIROIRS)  
74081

25"Large | 15"L | 52"H



**SPECIAL DRAPING (NOT PICTURED)**

*Special drape is available in black, blue, gold, grey, red, white or plum.*

**3' HIGH**  
12103

**8' HIGH**  
12108

*Refer to page five for colour reference.  
For drape over 8' please call for availability and prices.*

**TENTURE SPÉCIALE (NON ILLUSTRÉE)**

*Disponible en noir, bleu, doré, gris, rouge, blanc ou prune*

**3' DE HAUTEUR**  
12103

**8' DE HAUTEUR**  
12108

*Choix de couleurs en page cinq. Pour les tentures de plus de 8', communiquez avec nous pour la disponibilité et les prix.*

Freeman Specialty Furnishings is a unique collection of furniture designed to make your exhibit stand out from the rest. Special attention has been given in selecting pieces that are original and of high quality. Renting furnishing from Freeman minimizes your shipping footprint.

L'ameublement haut de gamme de Freeman est spécialement conçu pour attirer l'attention sur votre stand. Un soin particulier a été apporté dans l'originalité et la qualité des pièces sélectionnées. En louant vos meubles de Freeman vous réduisez votre empreinte écologique.

## STOOLS/CHAIRS | TABOURETS/CHAISES

**CURVED BACK  
CHROME STOOL  
TABOURET DOSSIER  
INCURVÉ CHROME**  
white/blanc **970146**  
black/noir **970145**

21"W | 13"D | 40"H



**LEATHER TUB CHAIR  
CHAISE RONDE EN CUIR**  
black/noir **970110**

26"W | 30"D | 29"H



**LEATHER HIGH BACK CHAIR  
CHAISE EN CUIR HAUTE**  
black/noir **970105**

24"W | 26"D | 39"H



**BARCELONA CHAIR  
CHAISE BARCELONA**  
black/noir **970100**

30.5"W | 32"D | 33.5"H



**BRUSHED STEEL BAR STOOL  
TABOURET EN ACIER BROSSÉ**  
silver/argent **970151**  
cowhide/peau de vache **970150**  
white/blanc **970152**

17"W | 18.5"D | 40"H



## SEATING | SIÈGES

**LOUNGER SOFA  
CAUSEUSE SALON**  
*white/blanc 970161*

80"W 30"D 37.5"H



**ARMLESS CHAIR  
CHAISE SANS BRAS**  
*white/blanc 970140*

28"W 30"D 37.5"H



**LOUNGER BENCH  
BANQUETTE**  
*white/blanc 970170*

75"W 15"D 18"H



**LEATHER FOOTSTOOL  
POUF EN CUIR**  
*white/blanc 970400*

20"W 15.5"D 17"H



**LOUNGER SOFA  
CAUSEUSE SALON**  
*black/noir 970160*

80"W 30"D 37.5"H



**ARMLESS CHAIR  
CHAISE SANS BRAS**  
*black/noir 970141*

28"W 30"D 37.5"H



**LOUNGER BENCH  
BANQUETTE**  
*black/noir 970171*

75"W 15"D 18"H



**LEATHER FOOTSTOOL  
POUF EN CUIR**  
*black/noir 970401*

20"W 15.5"D 17"H



**BLACK LEATHER  
LOVESEAT  
CAUSEUSE EN  
CUIR PIED**  
*black/noir 970175*

56"W 28.5"D 28"H



**BLACK LEATHER CHAIR  
FAUTEUIL EN CUIR**  
*black/noir 970120*

35"W 28.5"D 28"H



**MICKEY TUB CHAIR  
CHAISE RONDE MICKEY**  
*white/blanc 970136*

30.5"W 31.5"D 27.5"H



**MICKEY TUB CHAIR  
CHAISE RONDE MICKEY**  
*grey/gris 970135*

30.5"W 31.5"D 27.5"H



## BISTRO TABLES | TABLES BISTRO

**SOHO BISTRO TABLE**  
**TABLE BISTRO SOHO**  
*black/noir*

**72070**

24" Diam" | 42"H

**72067**

36" Diam" | 42"H



**CHROME BASE BISTRO TABLE**  
**TABLE BISTRO BASE FINI ACIER**  
*black/noir 970200*  
*white/blanc 970201*  
*natural wood/dessus en bois 970202*

30"Diam | 42"H



**CHROME BASE SQUARE BISTRO TABLE**  
**TABLE BISTRO CARRÉ FINI ACIER**  
*glass top/dessus en verre 970205*  
*wood top/dessus en bois 970220*

30"W | 30"D | 42"H



TABLES | TABLES

**MILANO CONFERENCE TABLE**  
**TABLE DE CONFÉRENCE-MILANO**  
*black/noir 72092*

86"W 6'L 30"H



**BRUSHED STEEL COFFEE TABLE**  
**TABLE À CAFÉ FINI ACIER**  
*glass top/dessus en verre 970210*  
*wood top/dessus en bois 970225*

48"W 30"L 16"H



**BRUSHED STEEL END TABLE**  
**TABLE DE COIN FINI ACIER**  
*glass top/dessus en verre 970215*  
*wood top/dessus en bois 970230*

18"W 18"D 22"H



**METRO SLATE COCKTAIL TABLE**  
**TABLE À CAFÉ-METRO SLATE**  
*black/noir 72028*

20"W 40"L 15"H



**METRO SLATE END TABLE**  
**TABLE DE COIN-METRO SLATE**  
*black/noir 72029*

20"W 20"D 17"H

# FREEMAN®

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

**DISCOUNT PRICE  
DEADLINE DATE**  
FEBRUARY 8, 2019

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

NAME OF SHOW: **CGA OPERATIONS, ENGINEERING & INTEGRITY CONFERENCE**

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.freeman.com](http://www.freeman.com)

CHAIRS					
Qty	Part #	Description	Online Price	Discount Price	Standard Price
___	210108	Limerick Chair .....	36.50	40.15	51.10
___	210112	Black Casey Stool .....	69.00	75.90	96.60
___	210112	Grey Casey Stool .....	69.00	75.90	96.60
___	71090	Black Diamond Arm Chair .....	81.00	89.10	113.40
___	71089	Black Diamond Side Chair .....	69.25	76.20	96.95
___	71088	Black Diamond Stool.....	103.75	114.15	145.25
___	71045	Grey Gaslift Chair .....	61.75	67.95	86.45
___	71047	Grey Gaslift Stool.....	75.50	83.05	105.70
<b>Black Only</b>					
___	75020	Display Cylinder/Low .....	104.50	114.95	146.30
___	75021	Display Cylinder/Medium.....	115.00	126.50	161.00
___	75022	Display Cylinder/High .....	122.50	134.75	171.50
___	75079	Orion Computer Kiosk.....	250.75	275.85	351.05
___	750135	Round Literature Rack.....	156.00	171.60	218.40
___	750136	Flat Literature Rack.....	117.25	129.00	164.15

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

Draped					
___	124430	4' Draped Table/30"H* .....	67.75	74.55	94.85
___	124630	6' Draped Table/30"H* .....	80.00	88.00	112.00
___	124830	8' Draped Table/30"H* .....	92.75	102.05	129.85
___	12404630	4th Side Draping-6' X 30"H*	34.75	38.25	48.65
___	12404830	4th Side Draping-8' X 30"H*	34.75	38.25	48.65
___	124442	4' Draped Table/42"H* .....	98.00	107.80	137.20
___	124642	6' Draped Table/42"H* .....	109.75	120.75	153.65
___	124842	8' Draped Table/42"H* .....	121.25	133.40	169.75
___	12404642	4th Side Drape-6' x 42"H* .....	48.25	53.10	67.55
___	12404842	4th Side Drape-8' x 42"H* .....	48.25	53.10	67.55

Undraped					
___	125430	4' Undraped Table/30"H.....	40.25	44.30	56.35
___	125630	6' Undraped Table/30"H.....	51.75	56.95	72.45
___	125830	8' Undraped Table/30"H.....	63.25	69.60	88.55
___	125442	4' Undraped Table/42"H.....	71.25	78.40	99.75
___	125642	6' Undraped Table/42"H.....	77.25	85.00	108.15
___	125842	8' Undraped Table/42"H.....	83.00	91.30	116.20

Soho Tables (Black Only):					
___	72067	Soho Cafe Table 30"Hx36"D	110.25	121.30	154.35
___	72068	Soho Bistro Table 42"Hx36"D	123.50	135.85	172.90
___	72069	Soho Cafe Table 30"Hx24"D	110.25	121.30	154.35
___	72070	Soho Bistro Table 42"Hx24"D	123.50	135.85	172.90

FURNISHINGS					
Special Drape: <input type="checkbox"/> Blue <input type="checkbox"/> Gold <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Red					
<input type="checkbox"/> White <input type="checkbox"/> Green					
___	12103	Special Drape- 3'High-per ft* .....	5.75	6.35	8.05
___	12108	Special Drape- 8'High-per ft* .....	7.00	7.70	9.80
___	121012	Special Drape-12' High-per ft* .....	11.00	12.10	15.40
___	220107	Wastebasket.....	12.50	13.75	17.50
___	220110	Chrome Bag Rack.....	58.25	64.10	81.55
___	220118	Chrome Sign Holder.....	50.50	55.55	70.70
___	220134	Chrome Easel.....	31.25	34.40	43.75
___	220121	Chrome Slanchion Retractable	37.00	40.70	51.80

+ SPECIALTY FURNISHINGS					
Qty	Part #	Description	Online Price	Discount Price	Standard Price
+The Specialty Furnishing items noted below with the symbol (+) must be submitted before <b>FEBRUARY 8, 2019</b> . Freeman cannot guarantee pricing and availability of these items after this deadline.					
<b>Accent Tables</b>					
___	72028+	Slate Cocktail Table-Black.....	83.50	91.85	116.90
___	72029+	Slate End Table-Black.....	58.75	64.65	82.25
___	970210+	Brushed Steel Coffee Table (Glass)	128.75	141.65	180.25
___	970225+	Brushed Steel Coffee Table (Wood)	128.75	141.65	180.25
___	970215+	Brushed Steel End Table (Glass Top)	52.50	57.75	73.50
___	970230+	Brushed Steel End Table (Wood Top)	52.50	57.75	73.50
<b>Soft Seating</b>					
___	970100+	Barcelona Chair-Black .....	324.00	356.40	453.60
___	970105+	Leather High Chair-Black.....	141.75	155.95	198.45
___	970110+	Black Leather Tub Chair.....	131.25	144.40	183.75
___	970135+	Mickey Tub Chair-Grey.....	131.25	144.40	183.75
___	970136+	Mickey Tub Chair-White.....	131.25	144.40	183.75
___	970120+	Black Leather Chair.....	278.25	306.10	389.55
___	970141+	Armless Chair-Black.....	236.25	259.90	330.75
___	970140+	Armless Chair-White.....	236.25	259.90	330.75
___	970401+	Leather Footstool-Black.....	63.00	69.30	88.20
___	970400+	Leather Footstool-White.....	63.00	69.30	88.20
___	970175+	Black Leather Loveseat.....	372.75	410.05	521.85
___	970161+	Lounger Sofa-White.....	372.75	410.05	521.85
___	970160+	Lounger Sofa-Black.....	372.75	410.05	521.85
___	970170+	Lounger Bench-White.....	367.50	404.25	514.50
___	970171+	Lounger Bench-Black.....	367.50	404.25	514.50
___	970125+	Ghost Chair-Clear.....	26.25	28.90	36.75
___	970130+	Ghost Armless Chair-Clear.....	26.25	28.90	36.75
<b>Bar Stools</b>					
___	970146+	Curved Back Chrome Stool-White.	141.75	155.95	198.45
___	970145+	Curved Back Chrome Stool-Black.	141.75	155.95	198.45
___	970151+	Brushed Steel Bar Stool-Silver....	141.75	155.95	198.45
___	970150+	Brushed Steel Bar Stool-Cowhide.	141.75	155.95	198.45
___	970152+	Brushed Steel Bar Stool-White.....	141.75	155.95	198.45
<b>Bistro Tables-30"D x 42"H</b>					
___	970200+	Chrome Base Bistro Table-Black....	194.25	213.70	271.95
___	970201+	Chrome Base Bistro Table-White....	194.25	213.70	271.95
___	970202+	Chrome Base Bistro Table-Natural.	194.25	213.70	271.95
___	970205+	Chrome Base Square Bistro-Plexi...	194.25	213.70	271.95
___	970220+	Chrome Base Square Bistro-Wood.	194.25	213.70	271.95
<b>Conference Tables</b>					
___	920205+	Brown Conference Table 3'x6' .....	221.75	243.95	310.45
___	72092	+ Milano Conference Table.....	228.75	251.65	320.25

CARPET CLEANING				
Qty	Description	Online Price	Discount Price	Standard Price
___	Booth Vacuuming-One Time.....	00.35	00.40	00.50
___	Booth Vacuuming-Two Day.....	00.45	00.50	00.65
___	Booth Vacuuming-Three Day.....	00.55	00.60	00.75
• Includes vacuuming and emptying of wastebasket at time of vacuuming				
• Prices are based on total square footage of booth with 100 sq. ft. minimum				
<b>TOTAL COST</b>				
Subtotal		+	13% HST	= Total

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

FREEMAN furnishing

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by ordering online at [www.freeman.com](http://www.freeman.com)  
before FEBRUARY 8, 2019

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

**CLASSIC CARPET, PADDING AND PLASTIC COVERING**

**CHOOSE YOUR CARPET COLOR:**

Black  Grey  Blue  Red

Qty	Description	Online Price	Discount	Standard	Total
_____	8' x 10' Classic Carpet .....	\$ 187.50	\$ 206.25	\$ 262.50	\$ _____
_____	8' x 20' Classic Carpet .....	\$ 351.00	\$ 386.10	\$ 491.40	\$ _____
_____	8' x 30' Classic Carpet .....	\$ 515.00	\$ 566.60	\$ 721.00	\$ _____
_____	8' x 10' Carpet Padding .....	\$ 117.25	\$ 129.00	\$ 164.15	\$ _____
_____	8' x 20' Carpet Padding .....	\$ 234.25	\$ 257.70	\$ 327.95	\$ _____
_____	8' x 30' Carpet Padding .....	\$ 351.50	\$ 386.65	\$ 492.10	\$ _____
_____	Plastic Covering (per sq ft).....	\$ 0.75	\$ 0.85	\$ 1.05	\$ _____

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

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

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

**CHOOSE YOUR CARPET COLOR:**

Black  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. @	\$ 2.25	\$ 2.50	\$ 3.15	\$ _____

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

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

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

Qty	Description	Online Price	Discount	Standard	Total
_____	Carpet Padding (90-700sq.ft.)(per sq.ft.).....	\$ 1.25	\$ 1.40	\$ 1.75	\$ _____
_____	Carpet Padding (Over 700sq.ft.)(per sq.ft.).....	\$ 1.00	\$ 1.10	\$ 1.40	\$ _____
_____	Double Carpet Padding (90-700sq.ft.)(per sq.ft.).....	\$ 2.25	\$ 2.50	\$ 3.15	\$ _____
_____	Double Carpet Padding (Over 700sq.ft.)(per sq.ft.).....	\$ 2.00	\$ 2.20	\$ 2.80	\$ _____

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

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

**TOTAL COST**

Sub-Total \_\_\_\_\_ + 13% HST \_\_\_\_\_ = TOTAL \_\_\_\_\_

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COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

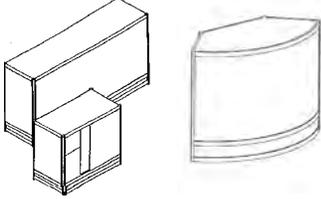
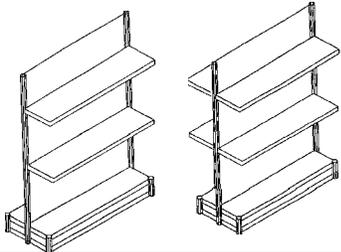
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

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

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## ACCESSORIES FOR RENTAL UNITS

<b>SLATWALL</b> 	<b>CABINETS</b> 	<b>GONDOLAS</b> 
<b>SHOWCASE</b>  12" high 30" high 1M x 1/2M x 42"H	<b>SCHADEBO SHOWCASE</b> With overhead light (power not included)  40"W x 16"D x 79"H	<b>SCHADEBO TOWER</b> With overhead light (power not included)  24"W x 24"D x 79"H

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>CABINETS &amp; LOCKS</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" H.....	222.75	311.85	___
___	17306	1M x 1/2M x 42" H.....	242.75	339.85	___
___	17308	2M x 1/2M x 36" H.....	286.00	400.40	___
___	17309	2M x 1/2M x 42" H.....	315.25	441.35	___
___	173010	1M Radius x 1/2M x 36" H.....	243.25	340.55	___
___	173011	1M Radius x 1/2M x 42" H.....	255.75	358.05	___
___	17301	Cabinet Lock.....	24.00	33.60	___
<b>SHOWCASE -Grey PVC only</b>					
___	1755800	Schadebo Showcase 40"W.....	354.50	496.30	___
___	1755801	Schadebo Tower 24"W.....	231.75	324.45	___
___	17551206	Showcase 1M x 42"H .....	189.00	264.60	___

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>WALL PANELS</b>					
<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.....	193.25	270.55	___
___	173525	1/2M x 8' H.....	87.50	122.50	___
<b>SLATWALLS - MAPLE ONLY</b>					
___	1736100	1M x 8' H.....	161.75	226.45	___
<b>GONDOLAS</b>					
<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.....	168.00	235.20	___
___	174581	Single Sided 1M x 8' H.....	259.50	363.30	___
___	174542	Double Sided 1M x 4' H.....	235.00	329.00	___
___	174582	Double Sided 1M x 8' H.....	327.50	458.50	___

\*Please note that power is not included with the showcases and must be ordered separately.

\*Remember to select a colour option, otherwise White will be chosen for you.

Don't see what you want? Please call us at 613-748-7180 ext. 234.

### TOTAL COST

Subtotal + 13% HST = Total

## FIT TO PRINT

SmartFabric™ is a triple layered fabric made of 100% polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards.

## PRÊT À L'IMPRESSION

SmartFabric™ est un tissu à triple épaisseur en 100 % polyester idéal pour les graphiques imprimés. C'est un tissu tout-en-un extrêmement polyvalent qui a été traité pour répondre aux normes d'inflammabilité à petite échelle NFPA 701.



Your Marketing Message Here

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

Communiquez avec le service à la clientèle au numéro figurant sur le feuillet Expo en bref. Pour des commandes rapides et faciles, rendez-vous sur [www.freeman.com](http://www.freeman.com)

# STANDS SMARTFABRIC™ RENTAL EXHIBITS



**10' x 10' ft. unit**  
**unité 10' x 10'**

**FRAME | CADRE**

117" 93.5"H



**10' x 20' ft. unit**  
**unité 10' x 20'**

**FRAME | CADRE**

234" 93.5"H

**CLEAR ACRYLIC SHELF**  
**TABLETTES EN ACRYLIQUE**  
**TRANSPARENT**

36" 12"H 25"

(up to 15lbs each | jusqu'à 15 livres chacune)

## RENTAL EXHIBITS INCLUDE:

- Custom Fabric Graphic (item purchased to keep)
- Zippered Carrying Case for Fabric Graphic (item purchased to keep)
- Rental Frame
- 10'x10' or 10'x20' Classic Carpet (select colour on back page)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labour to install lights)

## TOUS LES STANDS EN LOCATION COMPRENNENT:

- Graphique en tissu personnalisé (article acheté et conservé)
- Sac de transport avec fermeture éclair pour le graphique en tissu (article acheté et conservé)
- Cadre loué
- Tapis classique 10'x10' ou 10'x20' (sélectionnez la couleur ci-dessous)
- Installation et démontage de l'exposition
- Manipulation des matériels de l'exposition
- Aspirateur quotidien
- 2 lampes à bras pour stand 10'
- 4 lampes à bras pour stand 20'
- 2 tablettes en acrylique pour stand 10' (36" x 12", capacité de 15 livres)
- 4 tablettes en acrylique pour stand 20' (36" x 12", capacité de 15 livres)
- Électricité pour les LUMIÈRES seulement (500 watts) et la main-d'oeuvre associée pour l'installation

## FRAME ONLY UNIT | CADRE UNIQUEMENT

This option is available for customers who have previously rented the SmartFabric™ Rental Exhibit and are reusing their backwall graphic. Fabric from other sources will not be installed on this Freeman frame rental. If you need Freeman to create a new graphic, please select the SmartFabric™ Rental Exhibit. No fabric graphics will be provided separately from the rental unit.

Cette option est disponible pour les clients qui ont précédemment loué un stand SmartFabric™ et réutilisent maintenant leurs graphiques. Les tissus d'autres sources ne seront pas installés sur ce cadre de location Freeman. Si vous avez besoin que Freeman crée un nouveau graphique, sélectionne la location de stand SmartFabric™. Aucun graphique en tissu ne sera fourni sans la location du cadre.



**10' x 10' ft. frame**  
**cadre 10' x 10'**



**10' x 20' ft. frame**  
**cadre 10' x 20'**

### RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 10'x10' or 10'x20' Classic Carpet (select colour on back page)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labour to install lights)

### TOUS LES STANDS EN LOCATION COMPRENNENT:

- Cadre loué
- Tapis classique 10'x10' ou 10'x20' (sélectionnez la couleur ci-dessous)
- Installation et démontage du stand
- Manipulation de matériel du stand
- Aspirateur quotidien
- 2 tablettes en acrylique pour stand 10' (36" x 12", capacité de 15 livres)
- 4 tablettes en acrylique pour stand 20' (36" x 12", capacité de 15 livres)
- 2 lampes à bras pour stand 10'
- 4 lampes à bras pour stand 20'
- Électricité pour les LUMIÈRES seulement (500 watts) et la main-d'oeuvre associée pour l'installation

**10'X10' OR 10'X20' CLASSIC CARPET (16 OZ.) – Colour Options Included with Rental Package Options Above**  
**TAPIS CLASSIQUE (16 ONCES) 10'X10' OU 10'X20' – Couleur suggérée à la location**



black | noir



blue | bleu



grey | gris



red | rouge

*Actual colours may vary slightly | Les couleurs véritables peuvent varier légèrement*

**CUSTOM GRAPHICS**

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and to review helpful tips that will ensure a successful graphic print. Freeman can custom design a graphic file for you using our graphic design services that guarantees a high resolution backwall graphic. Ask your Exhibitor Sales Specialist for more information.

**GRAPHIQUES PERSONNALISÉS**

Un spécialiste des ventes aux exposants communiquera avec vous pour revoir les procédures de soumission des fichiers graphiques ainsi que les conseils pratiques pour s'assurer d'une impression de qualité. N'hésitez pas à le consulter pour de plus amples informations.

**ACCESSORIES | ACCESSOIRES**

SmartFabric Rental packages include these accessories. Refer to the "Rental Exhibits Include" sections of each package. These items are available to order as additional accessories if needed.

Les accessoires suivants sont inclus dans la location des stands SmartFabric. Reportez-vous aux options disponibles pour chaque forfait aux pages 2 et 3. Ces articles peuvent être commandés séparément si vous le désirez.

**SMARTFABRIC ZIPPERED CARRYING CASE**

20"W 8"H 16"D

**SAC DE TRANSPORT POUR SMARTFABRIC AVEC FERMETURE ÉCLAIR**

20" 8" 16"



**CLEAR ACRYLIC SHELF**

36"W 12"H .25"D  
(up to 15lbs each)

**TABLETTE EN ACRYLIQUE TRANSPARENT**

36" 12" .25"  
(capacité maximale de 15 livres)



**“CLEAN FOOTPRINT” BOOTH PACKAGE**



When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.

**FORFAIT "EMPREINTE ÉCOLOGIQUE RÉDUITE"**

Lorsque vous sélectionnez le forfait « Empreinte écologique réduite » votre stand sera conçu uniquement avec des matériaux qui peuvent être réutilisés ou recyclés. Plancher, éclairage, mobilier et structure de stand retournent en inventaire pour être utilisés à nouveau. Vos panneaux graphiques personnalisés employés pour votre stand seront imprimés sur un substrat réutilisable et recyclable.

# FREEMAN®

940 Belfast Road  
Ottawa, Ontario K1G 4A2  
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 E-MAIL ADDRESS: \_\_\_\_\_

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

**For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)**

All exhibits include: installation/dismantle and material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), electrical service 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"/> 8' x 10'	1119.00	1566.60	<input type="checkbox"/> 8' x 20'	1645.75	2304.05	_____
Package 2	<input type="checkbox"/> 8' x 10'	843.50	1180.90	<input type="checkbox"/> 8' x 20'	1369.75	1917.65	_____
Package 3	<input type="checkbox"/> 8' x 10'	1048.00	1467.20	<input type="checkbox"/> 8' x 20'	1676.50	2347.10	_____
Package 4	<input type="checkbox"/> 8' x 10'	1099.00	1538.60	<input type="checkbox"/> 8' x 20'	1778.75	2490.25	_____
Package 5	<input type="checkbox"/> 8' x 10'	843.50	1180.90	<input type="checkbox"/> 8' x 20'	1369.75	1917.65	_____
Package 6	<input type="checkbox"/> 8' x 10'	945.75	1324.05	<input type="checkbox"/> 8' x 20'	1472.00	2060.80	_____

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

## CHOOSE YOUR PANEL

Blue Fabric     Gray Fabric     Black Fabric     White Hardwall

## CARPET

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

### Check colour choice

Black     Blue     Red     Gray

You may want to add padding; please refer to the Carpet Order Form in the service manual for pricing.

## LIGHTING

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

Note: Electrical service 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 \_\_\_\_\_

## FIT TO PRINT

SmartFabric™ is a triple layered fabric made of 100% polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards.

## PRÊT À L'IMPRESSION

SmartFabric™ est un tissu à triple épaisseur en 100 % polyester idéal pour les graphiques imprimés. C'est un tissu tout-en-un extrêmement polyvalent qui a été traité pour répondre aux normes d'inflammabilité à petite échelle NFPA 701.



Your Marketing Message Here

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

Communiquez avec le service à la clientèle au numéro figurant sur le feuillet Expo en bref. Pour des commandes rapides et faciles, rendez-vous sur [www.freeman.com](http://www.freeman.com)

# STANDS SMARTFABRIC™ RENTAL EXHIBITS



**10' x 10' ft. unit**  
**unité 10' x 10'**

**FRAME | CADRE**

117" 93.5"H



**10' x 20' ft. unit**  
**unité 10' x 20'**

**FRAME | CADRE**

234" 93.5"H

**CLEAR ACRYLIC SHELF**  
**TABLETTES EN ACRYLIQUE**  
**TRANSPARENT**

36" 12"H 25"

(up to 15lbs each | jusqu'à 15 livres chacune)

## RENTAL EXHIBITS INCLUDE:

- Custom Fabric Graphic (item purchased to keep)
- Zippered Carrying Case for Fabric Graphic (item purchased to keep)
- Rental Frame
- 10'x10' or 10'x20' Classic Carpet (select colour on back page)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labour to install lights)

## TOUS LES STANDS EN LOCATION COMPRENNENT:

- Graphique en tissu personnalisé (article acheté et conservé)
- Sac de transport avec fermeture éclair pour le graphique en tissu (article acheté et conservé)
- Cadre loué
- Tapis classique 10'x10' ou 10'x20' (sélectionnez la couleur ci-dessous)
- Installation et démontage de l'exposition
- Manipulation des matériels de l'exposition
- Aspirateur quotidien
- 2 lampes à bras pour stand 10'
- 4 lampes à bras pour stand 20'
- 2 tablettes en acrylique pour stand 10' (36" x 12", capacité de 15 livres)
- 4 tablettes en acrylique pour stand 20' (36" x 12", capacité de 15 livres)
- Électricité pour les LUMIÈRES seulement (500 watts) et la main-d'oeuvre associée pour l'installation

## FRAME ONLY UNIT | CADRE UNIQUEMENT

This option is available for customers who have previously rented the SmartFabric™ Rental Exhibit and are reusing their backwall graphic. Fabric from other sources will not be installed on this Freeman frame rental. If you need Freeman to create a new graphic, please select the SmartFabric™ Rental Exhibit. No fabric graphics will be provided separately from the rental unit.

Cette option est disponible pour les clients qui ont précédemment loué un stand SmartFabric™ et réutilisent maintenant leurs graphiques. Les tissus d'autres sources ne seront pas installés sur ce cadre de location Freeman. Si vous avez besoin que Freeman crée un nouveau graphique, sélectionne la location de stand SmartFabric™. Aucun graphique en tissu ne sera fourni sans la location du cadre.



**10' x 10' ft. frame**  
**cadre 10' x 10'**



**10' x 20' ft. frame**  
**cadre 10' x 20'**

### RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 10'x10' or 10'x20' Classic Carpet (select colour on back page)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labour to install lights)

### TOUS LES STANDS EN LOCATION COMPRENNENT:

- Cadre loué
- Tapis classique 10'x10' ou 10'x20' (sélectionnez la couleur ci-dessous)
- Installation et démontage du stand
- Manipulation de matériel du stand
- Aspirateur quotidien
- 2 tablettes en acrylique pour stand 10' (36" x 12", capacité de 15 livres)
- 4 tablettes en acrylique pour stand 20' (36" x 12", capacité de 15 livres)
- 2 lampes à bras pour stand 10'
- 4 lampes à bras pour stand 20'
- Électricité pour les LUMIÈRES seulement (500 watts) et la main-d'oeuvre associée pour l'installation

**10'X10' OR 10'X20' CLASSIC CARPET (16 OZ.) – Colour Options Included with Rental Package Options Above**  
**TAPIS CLASSIQUE (16 ONCES) 10'X10' OU 10'X20' – Couleur suggérée à la location**



black | noir



blue | bleu



grey | gris



red | rouge

*Actual colours may vary slightly | Les couleurs véritables peuvent varier légèrement*

**CUSTOM GRAPHICS**

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and to review helpful tips that will ensure a successful graphic print. Freeman can custom design a graphic file for you using our graphic design services that guarantees a high resolution backwall graphic. Ask your Exhibitor Sales Specialist for more information.

**GRAPHIQUES PERSONNALISÉS**

Un spécialiste des ventes aux exposants communiquera avec vous pour revoir les procédures de soumission des fichiers graphiques ainsi que les conseils pratiques pour s'assurer d'une impression de qualité. N'hésitez pas à le consulter pour de plus amples informations.

**ACCESSORIES | ACCESSOIRES**

SmartFabric Rental packages include these accessories. Refer to the "Rental Exhibits Include" sections of each package. These items are available to order as additional accessories if needed.

Les accessoires suivants sont inclus dans la location des stands SmartFabric. Reportez-vous aux options disponibles pour chaque forfait aux pages 2 et 3. Ces articles peuvent être commandés séparément si vous le désirez.

**SMARTFABRIC ZIPPERED CARRYING CASE**

20"W 8"H 16"D

**SAC DE TRANSPORT POUR SMARTFABRIC AVEC FERMETURE ÉCLAIR**

20" 8" 16"



**CLEAR ACRYLIC SHELF**

36"W 12"H .25"D  
(up to 15lbs each)

**TABLETTE EN ACRYLIQUE TRANSPARENT**

36" 12" .25"  
(capacité maximale de 15 livres)



**“CLEAN FOOTPRINT” BOOTH PACKAGE**



When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.

**FORFAIT "EMPREINTE ÉCOLOGIQUE RÉDUITE"**

Lorsque vous sélectionnez le forfait « Empreinte écologique réduite » votre stand sera conçu uniquement avec des matériaux qui peuvent être réutilisés ou recyclés. Plancher, éclairage, mobilier et structure de stand retournent en inventaire pour être utilisés à nouveau. Vos panneaux graphiques personnalisés employés pour votre stand seront imprimés sur un substrat réutilisable et recyclable.

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CGA OPERATIONS, ENGINEERING & INTEGRITY CONFERENCE**

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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E-MAIL ADDRESS: \_\_\_\_\_

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

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

### SMARTFABRIC RENTAL EXHIBIT

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



Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit	\$ 2155.00	\$ 3017.00	_____
_____	10' x 20' SmartFabric Exhibit	\$ 4155.00	\$ 5817.00	_____

#### SmartFabric Rental Exhibits Include:

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

**Classic Carpet:**  
 Black  Blue  Gray  Red

### CUSTOM GRAPHICS

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

### FRAME ONLY RENTAL EXHIBIT

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



Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Exhibit	\$ 1410.00	\$ 1974.00	_____
_____	10' x 20' Frame Only Exhibit	\$ 2350.00	\$ 3290.00	_____

#### Frame Only Rental Exhibits Include:

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

**Classic Carpet:**  
 Black  Blue  Gray  Red

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

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

### QUICK TIPS

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

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		13%		Total Cost

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

NAME OF SHOW: CGA OPERATIONS, ENGINEERING & INTEGRITY CONFERENCE

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.freeman.com](http://www.freeman.com)

## 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 \$22.00 = \$ \_\_\_\_\_
- \$19.00 per sq. ft. (standard price \$33.00)
  - 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Background Colour: \_\_\_\_\_

Lettering Colour: \_\_\_\_\_

#### TOTAL COST

Subtotal	+	13% HST	=	Total
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### CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

#### Please Provide the Following When Submitting Artwork

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

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

##### VECTOR ART:

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

##### FONTS and LINKS:

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

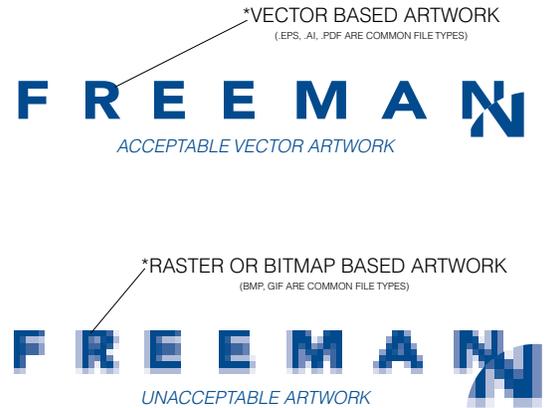
##### COLOR (when color match is required follow these requirements):

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

##### ARTWORK IN THE STRUCTURE

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

#### ARTWORK EXAMPLE



#### Acceptable Software



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

##### Please always provide:

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

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

#### Acceptable File Types and Support Files

##### NATIVE FILES:

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

##### PRINT FILES:

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

##### RASTER OR BITMAP ART:

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

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

#### Verifying resolution on a screen

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



#### Ways to Submit Final Artwork

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

NAME OF SHOW: **CGA OPERATIONS, ENGINEERING & INTEGRITY CONFERENCE**

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.freeman.com](http://www.freeman.com)

**DISPLAY LABOUR (One Hour Minimum per Worker)**

Description	Advanced	Show Site
<b>Straight Time-</b> 8:00 A.M. to 4:00 P.M. Monday through Friday.....	\$ 70.00	98.00
<b>Overtime-</b> 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.....	\$ 105.00	147.00
<b>Double Time-</b> 12:00 Midnight to 6:00 A.M. and recognized holidays .....	\$ 140.00	196.00

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

**INSTALLATION LABOUR**

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

**DISMANTLE LABOUR**

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

NAME OF SHOW: **CGA OPERATIONS, ENGINEERING & INTEGRITY CONFERENCE**

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**



CANADA CUSTOMS INVOICE

1. Vendor (Name and Address) / Vendeur (Nom et Adresse)  ACME Company 1234 Coyote Lane Desert City, Sahara, USA 54321 Attn: Wily Coyote @ 416-555-1212		2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada  January 1, 2001 > "Shipping Date"	
4. Consignee (Name and Address) / Destinataire (Nom et Adresse)  ACME Company c/o Freeman 61 Browns Line Toronto, Ontario M8W-3S2 Show: Vegetables Fair Booth#: _____		3. Other References (Include Purchaser's Order No.) Autres references (include le no de commande de l'acheteur)  "Your IRS or Fed Tax ID"	
5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il differe du destinataire)		6. Country of Transhipment / Pays de transbordement	
7. Country of Origin of Goods Pays d'origine des marchandises  USA		If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?  Yes <input checked="" type="checkbox"/> OUI NO <input type="checkbox"/> NON		9. Condition of Sales and Terms of Payment (I.e.: Sale, Consignment Shipment, Lease of Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)	
8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada  Via Ground, Desert City, Sahara		10. Currency of Settlement / Devises du paiement  USD	

11. No. of Pkgs. / Nbre. De colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics, i.e. Grade Quality / Designation des articles (Nature des colis, marques et numeros, description generale et caracteristiques, e.g. Classe, qualite)	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 pieces <b>3</b>		16. Total Weight / Poids total Net _____ Gross / Brut <b>156 lbs.</b>		17. Invoice Total / Total de la facture <b>\$6,157.50</b>	
18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 a 17 figurent sur la facture commerciale cocher cette case  Commercial Invoice No. / No. De la facture commerciale _____ <input checked="" type="checkbox"/>					

19. Exporter's Name and Address (if other than Vendor) / Nom et adresse de l'exportateur (s'il differe du vendeur)		20. Originator (Name and Address) / Expéditeur d'origine (Nome et adresse)  Same as Consignee	
--	--	---	--

21. Departmental Ruling (if applicable) / Decision ministerielle (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box / Si les zones 23 a 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/>	
--	--	---	--

23. If included in field 17 indicate amount / Si compris dans le total a la zone 17, preciser (i) Transportation charges, expenses and insurance From the place of direct shipment to Canada / Les frais de transport, depenses et assurances a partir du lieu d'expédition directe vers le Canada \$ _____ (ii) Costs for construction, erection, and assembly incurred after importation into Canada / Les couts de construction, de montage et d'assemblage apres importation au Canada \$ _____ (iii) Export packing / Le cout de l'emballage d'exportation \$ _____		24. If not included in field 17 indicate amount / Si non compris dans le total a la zone 17, preciser (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada / Les frais de transport, depenses et assurances jusqu'au lieu d'expédition directe vers le Canada \$ _____ (ii) Amounts for commissions other than buying commissions / Les commissions autres que celles versees pour l'achat \$ _____ (iii) Export packing / Le cout 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 ulterieurs ont ete ou seront verses 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"/>	
--	--	--	--	--	--



**METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER**

**USE ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN AND/OR ORDERING CUSTOMS CLEARANCE**

**FREEMAN exhibit transportation & customs**

NAME OF SHOW: **CGA OPERATIONS, ENGINEERING & INTEGRITY CONFERENCE**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ FAX #: \_\_\_\_\_

PICK UP AND/OR CUSTOMS INFORMATION

Requested Pick Up Date: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Pick Up Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**PLEASE NOTE WHEN ORDERING**

- All 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 delivery of your shipment.

ORDERING SERVICE

- Schedule pick-up by calling TOLL FREE: 1-877-478-1113
- Fax this Order Form with the Canada Customs Invoice (if applicable) to 613-748-5977

Section 1: PLEASE SELECT

Transportation & Customs Clearance  
(Complete Section 2 to 6 & Canada Customs Invoice)

Transportation Only       Customs Clearance Only  
(Complete Section 2 to 6)      (Complete Section 5 & 6 & Canada Customs Invoice)

Section 2: DESTINATION

I will be shipping to the **WAREHOUSE**

CGA OPERATIONS, ENGINEERING & INTEGRITY CONFERENCE

Company Name, Booth # \_\_\_\_\_

C/O Freeman

940 Belfast Road

Ottawa, Ontario, Canada K1G 4A2

SHIPMENTS ACCEPTED BEGINNING FEBRUARY 4, 2019  
TO AVOID DEADLINE CHARGES DELIVER BY FEBRUARY 25, 2019

Section 3: 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:**

Ship to address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Labels: \_\_\_\_\_

Section 4: TYPE OF SERVICE - Choose One

**AIR**

1 Day: Delivery next business day\* (before 5:00 p.m.)  
\*Some restrictions may apply.

2 Day: Delivery by 5:00 P.M. second business day

Deferred: Delivery within 3 - 4 business days

Declared Value \$ \_\_\_\_\_  
(Additional charges will apply for declared value)

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

**GROUND**

Standard Ground: Dependent on distance

Expedited Ground: Tailored to specific requirements

Specialized: Pad wrapped, uncrated, or truckload

Section 5: SHIPPING AND/OR CUSTOMS INFORMATION

**Items to be shipped**

Number of Pieces	Weight (lbs)
___ 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.

Section 6: METHOD OF PAYMENT FORM

No shipments will be picked up or delivered without payment.

Please fill-out your credit card information on the METHOD OF PAYMENT FORM, located in this Exhibitor Service Manual and return a signed copy by Fax to Freeman at 613-748-5977.

**TRANSPORTATION AND CUSTOMS CLEARANCE CHARGES DO NOT INCLUDE MATERIAL HANDLING CHARGES**

**PLEASE REFER TO THE MATERIAL HANDLING RATES LOCATED IN THIS EXHIBITOR SERVICE MANUAL**

# FREEMAN®

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

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CGA OPERATIONS, ENGINEERING & INTEGRITY CONFERENCE**

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.freeman.com](http://www.freeman.com), select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

## MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labour to unload. **Federal Express, UPS, and DHL** are included in this category due to their delivery procedures. (See definitions on back)
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET &/OR PAD ONLY:** Shipments that consist of loose carpet and / or padding only require additional labour and equipment to unload.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment ST (200 lb. minimum) beginning February 4, 2019</b>		
Crated or Skidded Shipment.....	\$ 78.00	156.00
Special Handling Shipment.....	\$101.50	203.00
Carpet and/or Pad Only Shipment.....	\$117.00	234.00
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment .....	\$ 45.00	

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

**ADDITIONAL SURCHARGES:**

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after <b>February 25, 2019</b> .....	\$ 19.50	39.00

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

# FREEMAN material handling

## SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freemanco.com/store](http://www.freemanco.com/store)

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

### **What is Ground Loading/Unloading?**

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

### **What is Constricted Space Loading/Unloading?**

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

### **What is Designated Piece Loading/Unloading?**

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

### **What are Stacked Shipments?**

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

### **What is Shipment Integrity?**

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

### **What is Alternate Delivery Location?**

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

### **What are Mixed Shipments?**

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

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

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

### **What is the difference between Crated and Uncrated Shipments?**

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

### **What about carpet only shipments?**

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

# FREEMAN®

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

## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

**METHOD OF PAYMENT MUST  
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **CGA OPERATIONS, ENGINEERING & INTEGRITY CONFERENCE**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

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

### SHIPPING INFORMATION

SHIP TO: COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP/POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

BILL TO:  SAME AS SHIP TO

COMPANY NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP/POSTAL CODE: \_\_\_\_\_

### METHOD OF SHIPMENT

Select a Carrier:

**Freeman Exhibit Transportation**  
Charges will appear on your Freeman invoice.

**Other Carrier**  
Carrier Name: \_\_\_\_\_  
Carrier Phone: \_\_\_\_\_

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

Select a Level of Service:

1 Day: Delivery next business day\*  
*\*Some restrictions may apply. Please contact our Exhibit Transportation team (877) 478-1113.*  
 2 Day: Delivery by 5:00 PM second business day

Standard Ground  
 Specialized: Pad wrapped, uncrated or truckload  
 Deferred: Delivery within 3-5 business days

Select Shipment Options:

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

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

Select Desired Number of Labels: \_\_\_\_\_

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

**In the event your selected carrier (other than Freeman) fails to show on final move-out day, Please select one of the following options:**

Reroute via Freeman's choice.

Delivery back to warehouse at Exhibitor's expense\*

\* Return to warehouse rates are based on weight . A **minimum charge** of \$120.00 plus applicable taxes will apply. Materials that have not been picked up by your selected carrier after 5 business days will be subject to storage fees.

FREEMAN outbound shipping

# WHAT ARE FREIGHT SERVICES?

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

## HOW DO I SHIP TO THE WAREHOUSE?

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

## HOW DO I SHIP TO SHOW SITE?

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

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

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

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

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

### WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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

### WHERE DO I GET A FORKLIFT?

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

### DO I NEED INSURANCE?

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

### OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

**FREEMAN®**

**RUSH**

**DO NOT DELAY**

**RECEIVING DATE BEGINS : FEBRUARY 4, 2019**

**DEADLINE DATE IS : FEBRUARY 25, 2019**

**TO:** \_\_\_\_\_  
*(EXHIBITOR NAME)*

**C/O: FREEMAN**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA K1G 4A2

**WAREHOUSE**

**EVENT:** CGA OPERATIONS, ENGINEERING & INTEGRITY CONFERENCE

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

**FREEMAN®**

**RUSH**

**DO NOT DELAY**

**RECEIVING DATE BEGINS : FEBRUARY 4, 2019**

**DEADLINE DATE IS : FEBRUARY 25, 2019**

**TO:** \_\_\_\_\_  
*(EXHIBITOR NAME)*

**C/O: FREEMAN**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA K1G 4A2

**WAREHOUSE**

**EVENT:** CGA OPERATIONS, ENGINEERING & INTEGRITY CONFERENCE

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

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



## 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.

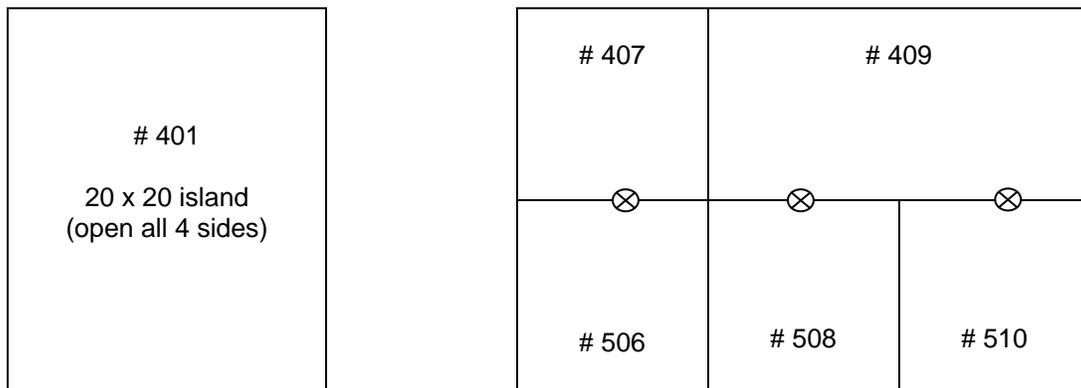
### 2. Location and load of all outlets.

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.

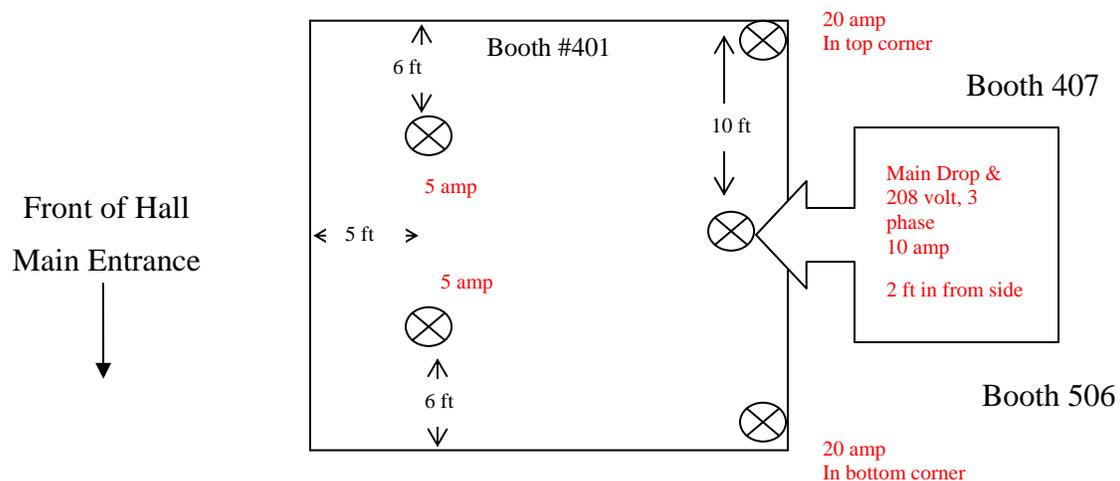
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

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](mailto: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

**Note: [1] 1500 watt, 120 volt duplex service is included per exhibitor. Please use this form for ADDITIONAL electrical services and / or display lighting**

**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 8, 2019**

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

NAME OF SHOW: **CGA OPERATIONS, ENGINEERING & INTEGRITY CONFERENCE**

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.freeman.com](http://www.freeman.com)

**ELECTRICAL OUTLETS (Double Price for 24 Hour Service)**

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

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

	Quantity (For Show Hours Only)	Quantity (For 24 hrs/day Double Price)	Discount	Standard	
	Show	24 Hr.	Price	Price	TOTAL
1500 Watts duplex outlet (40-7-15/16)	_____	_____	\$151.75	\$212.45	= \$_____
15 A dedicated quad outlet (40-7-17)	_____	_____	\$166.00	\$232.40	= \$_____
20 A dedicated quad outlet (40-7-20/21)	_____	_____	\$212.25	\$297.15	= \$_____

**208 VOLT SINGLE PHASE (Labour Required for Connection)**

20 Amps (40-9-20/21)	_____	_____	\$436.50	\$611.10	= \$_____
30 Amps (40-9-30/31)	_____	_____	\$583.50	\$816.90	= \$_____
60 Amps (40-9-60/61)	_____	_____	\$792.75	\$1109.85	= \$_____
100 Amps (40-9-100/101)	_____	_____	\$1121.75	\$1570.45	= \$_____

Please specify the NEMA code on your plug: \_\_\_\_\_

**208 VOLT THREE PHASE (Labour Required for Connection)**

20 Amps (40-10-20/21)	_____	_____	\$463.75	\$649.25	= \$_____
30 Amps (40-10-30/31)	_____	_____	\$615.75	\$862.05	= \$_____
60 Amps (40-10-60/61)	_____	_____	\$867.25	\$1214.15	= \$_____
100 Amps (40-10-100/101)	_____	_____	\$1256.50	\$1759.10	= \$_____

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

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

Please specify the NEMA code on your plug: \_\_\_\_\_

**LIGHTING (Price Includes Power & Labour for Installation)\***

Arm Light "hardwall exhibits only" (40-19-101)	_____	_____	\$36.75	\$51.45	= \$_____
Double Light Stand (LED) (40-19-132)	_____	_____	\$92.00	\$128.80	= \$_____
4' Track Light "hardwall exhibits only" (40-19-4)	_____	_____	\$127.75	\$178.85	= \$_____
Power Strip (40-30-5)	_____	_____	\$25.00	\$35.00	= \$_____
Extension Cord (40-30-15)	_____	_____	\$25.00	\$35.00	= \$_____

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

**IMPORTANT NOTICE FOR RV'S:**

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

**TOTAL**

Subtotal + 13% HST = Total

**ADDITIONAL INFORMATION**

**FOR ADVANCE PAYMENT PRICE**

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

**DEADLINE DATE OF:  
FEBRUARY 8, 2019**

**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](mailto:freemanottawaES@freemanco.com).

## ELECTRICAL INSTRUCTIONS

### HOW TO DETERMINE ELECTRICAL REQUIREMENTS

#### For Equipment

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

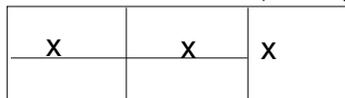
#### For Lighting

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

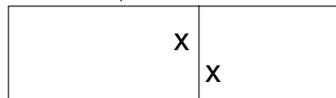
### LOCATION OF POWER IN YOUR BOOTH

#### In-Line and Peninsula Booths

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



IN-LINE BOOTHS / PENINSULA

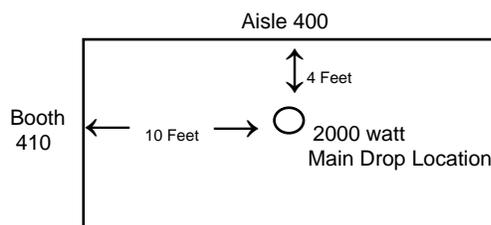


BACK TO BACK PENINSULA

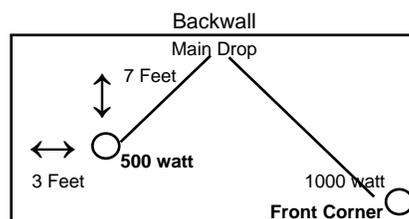
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labour Order Form with your power order, along with a floor plan as described below.

#### Island Booths/Multiple Outlets

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

NAME OF SHOW: **CGA OPERATIONS, ENGINEERING & INTEGRITY CONFERENCE**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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

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**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 .....	\$91.00	\$ 127.25
Electrician - OT .....	\$ 136.25	\$ 190.75
Electrician - DT .....	\$ 181.75	\$ 254.50

**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):**

**BOOTH WORK:**

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

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

**LABOUR REQUEST**

**SELECT WORK TYPE**

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

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

**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.

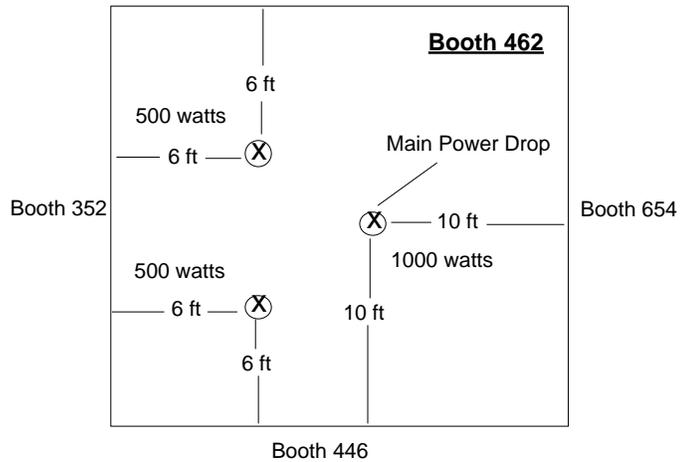
**CANCELLATION POLICY**

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.



COMPANY: _____	SHOW NAME: _____
STREET: _____	LOCATION: <u>DELTA OTTAWA CITY CENTRE</u>
CITY: _____	BOOTH #: _____
PROV / STATE: _____	INSTALLATION DATE: _____
POSTAL CODE: _____	TIME: _____
E-MAIL: _____	EXHIBIT START DATE: _____
PHONE: _____	FAX: _____
ORDERED BY: _____	EXHIBIT END DATE: _____
PO #: _____	PST #: _____
	CONTACT ON-SITE: _____
	STAYING AT: _____
	PHONE: _____

**NOTE: All Audio Visual orders are filled on a first come first served basis. Based on equipment availability in our local warehouse, substitutions on requested equipment may be required at the expense of the exhibitor. All equipment substitutions and related expenses such as shipping costs will be communicated to the exhibitor. Shipping charges will be determined at the time the order form is received.**

DISCOUNT DATE: ALL ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO A 20% SERVICE CHARGE.

DELIVERY SCHEDULE: ALL ORDERS WILL BE DELIVERED BETWEEN THE HOURS OF: (X-X) ON (EXHIB SET UP DAY)

QUANTITY	EQUIPMENT AVAILABLE	SHOW RATE	TOTAL
<b>FLAT SCREEN DISPLAYS &amp; PROJECTORS FOR COMPUTERS</b>			
	24" LCD FLAT SCREEN MONITOR (16:10 RATIO)	\$300.00	
	32" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1366 x 768, VIDEO, SPEAKERS)	\$750.00	
	40" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1920 x 1080, VIDEO, HDTV, SPEAKERS)	\$1,050.00	
	42" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1920 x 1080, VIDEO, HDTV, SPEAKERS)	\$1,110.00	
	52" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1280 x 768, SPEAKERS)	\$1,650.00	
	60" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1280 x 768, VIDEO, SPEAKERS)	\$2,400.00	
	FLAT SCREEN MONITOR FLOOR STAND (INCLUDES SHELF)	\$270.00	
<b>COMPUTERS</b>			
	All computers come with 10/100 Ethernet, Windows and Office software		
	STANDARD DESKTOP COMPUTER (P4, 2GHZ, 512RAM, 40GB HD, CD, 17" LCD MONITOR)	\$375.00	
	NOTEBOOK COMPUTER (P4, 2.5GHZ, 256RAM, 20GB HD, DVD, 15" SCREEN)	\$375.00	
<b>COMPUTER ACCESSORIES</b>			
	LASER PRINTER - B & W, 15 PPM	\$495.00	
	GALAXY SMALL POWERED SPEAKER	\$135.00	
<b>VIDEO PLAYERS &amp; MONITORS</b>			
	PROFESSIONAL DVD PLAYER	\$240.00	
	VIDEO CART WITH SKIRT	\$90.00	
<b>AUDIO EQUIPMENT</b>			
	CD PLAYER (C/W GALAXY SMALL POWERED SPEAKER)	\$375.00	
	BOOTH AUDIO SYSTEM (2 SPEAKERS, MIXER/AMPLIFIER, CD PLAYER, WIRELESS MIC)	\$990.00	
	WIRELESS MICROPHONE (HANDHELD, LAVALIER)	\$480.00	
<b>OTHER</b>			
	PLEASE CONTACT US SHOULD YOU HAVE ANY QUESTIONS!		

PAYMENT MUST ACCOMPANY YOUR ORDER (CLICK 'PAYMENT' BOX ; USE ARROW TO SELECT METHOD)		EQUIPMENT TOTAL:	
CREDIT CARD #: _____	 PAYMENT	DELIVERY & PICKUP:	\$150
EXPIRY: _____		LABOUR - SETUP/DISMANTLE:	
AUTHORIZED SIGNATURE: _____		LABOUR - ADDITIONAL:	
NAME ON CREDIT CARD: _____		SERVICE CHARGE:	
DATE: _____		SUB-TOTAL:	
	IF PST EXEMPT	H.S.T.	13.0%
	ENTER # BELOW		
		PST EXEMPTION:	\$0.00
<b>ADMINISTRATION FEES WILL APPLY FOR ALL CREDIT CARD TRANSACTIONS OVER \$5,000.00</b>		TOTAL:	

For further information, please contact: **KEN PARSONS** 613-237-3600 PH x6305  
 e-mail address: [ken.parsons@freemanco.com](mailto:ken.parsons@freemanco.com)

## INSTRUCTIONS FOR USE

- 1 It couldn't be simpler! Just complete the form on-line, save to your desktop, & e-mail to the e-mail address above.

## TERMS & CONDITIONS

- 1 Please forward payment in full with your order.  
**INSTRUCTIONS FOR SUBMITTING YOUR CREDIT CARD NUMBER**  
\*For your security, please complete all of the information relating to your credit card except for the Credit Card Number  
\*E-mail the completed form and provide the Credit Card Number in two separate transmissions so that the one E-mail does not contain the Full Credit Card Number.  
\*Another option to contact us to give the Credit Card Number by phone, or use facsimile transmission if such a medium is available to you.
- 2 Orders received less than 5 business days prior to setup date may be subject to additional charges.
- 3 Written order cancellation must be received at least 5 business days prior to setup date to avoid a 1 day charge.
- 4 Your authorized representative must be at your booth at specified date & time to accept delivery of equipment.  
*Please note: we cannot leave equipment in your booth without your representative there to receive it.*
- 5 The equipment is your responsibility until picked up by an Freeman Audio Visual Canada representative.  
*Please do not leave equipment unattended in your booth when the show finishes.*
- 6 Any extension of the rental period must be arranged prior to termination of the original rental period.
- 7 Customer is liable for full replacement value of rented equipment & is responsible for insuring said equipment.
- 8 Customer agrees to be bound by all applicable license & copyright laws for software on rented equipment.
- 9 Freeman Audio Visual Canada is not responsible for any equipment performance problems caused by customer's software.