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FINANCIAL
MANAGEMENT
INSTITUTE
OF CANADA

PD WEEK
2014



PD Week 2014

SHAW CENTRE
November 25 – 28, 2014

Semaine de PP 2014

CENTRE SHAW
25 au 28 novembre 2014



For more information visit:
www.fmi.ca

Pour plus d'information, visiter:
www.igf.ca

Excellence in Public Sector Financial Management | Excellence dans la gestion financière du secteur

FINANCIAL MANAGEMENT
INSTITUTE OF CANADA **fmi**
INSTITUT DE LA GESTION
FINANCIÈRE DU CANADA **igf**



Service Manual

F R E E M A N

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

FMI PD WEEK 2014

NOVEMBER 25-28, 2014
OTTAWA, ONTARIO

Centre **Shaw** Centre

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10'X10' draped booth will include an 8' high back wall, 3' high side walls, one 6' skirted table, two chairs, one wastebasket and one 1500 watt electrical outlet.

EXHIBIT HALL CARPET

The exhibit area is carpeted. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Order Form in the service manual.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Monday, November 24, 2014 12:00pm - 5:00pm

EXHIBIT HOURS

Tuesday, November 25, 2014 8:00am - 4:00pm

Wednesday, November 26, 2014 8:00am - 4:00pm

Thursday, November 27, 2014 8:00am - 4:00pm

Friday, November 28, 2014 8:00am - 1:30pm

EXHIBITOR MOVE-OUT

Friday, November 28, 2014 1:30pm - 4:30pm

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the show is closed.
- All exhibitor materials must be removed from the exhibit facility by **November 28, 2014 @ 4:30pm**.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **November 28, 2014 @ 3:00pm**.

POST SHOW PAPERWORK AND LABELS

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

SERVICE CONTRACTOR CONTACTS/INFORMATION

FREEMAN

940 Belfast Road
Ottawa, Ontario K1G 4A2
Phone: (613) 748-7180 ext 234 Fax: (613) 748-5977
Email: freemanottawaes@freemanco.com

FREEMAN TRANSPORTATION/CUSTOMS

Phone Toll Free (U.S. & Canadian Exhibitors): 877-478-1113
Phone (Int'l/Overseas Exhibitors): Country Code: 1-905-951-5476
Fax: 1-905-951-3145
Email: jmakos@nalsi.com / kmullins@nalsi.com

FREEMAN ELECTRICAL - IMPORTANT INFORMATION

- By default, the power outlets will be located at the very back of your booth. If you indicate a specific location, using the online grid or email a floor plan, please note there will be an additional labour service charge applied to your order.
- As a friendly reminder - if you have a sign to hang from the ceiling, please be advised that standard hanging sign labour prices (an additional 30%) will apply if your hanging sign is not received at our warehouse, by **November 17, 2014**. SEE LABELS SUPPLIED INSIDE EXHIBITOR KIT which also lists the shipping address. Warehouse pre-shipment charges will be applicable.

**FREEMAN AUDIO VISUAL CANADA*
(INTERNET)**

55 Colonel By Drive
Ottawa, Ontario K1N 9J2
Phone: 613-688-9058 Fax: 613-688-9069
Email: denis.chenier@freemanco.com

**CCR SOLUTIONS
(AUDIO VISUAL)**

100 Belfield Road, Toronto, Ontario M9W 1G1
Chimah Ekeanyanwu-Natl Sales Manager
Phone: 416-675-2480 ext 239
Email: chimah@ccrsolutions.com

*Point of Sale devices using Cellular phone service:
Rogers customers have reported cellular network connectivity issues at the Shaw Centre. We have not received similar reports from those using devices on the Bell or Telus network. The facility has no control over issues related to cell service, and any issues should be reported to the provider.

If you are using a 3G Point of Sale Terminal from Rogers, please be advised these are not supported and service interruptions may occur. If your PoS Terminal from Rogers CAN operate using a wireless internet connection, wired internet connection or an analog phone line for connectivity, it is highly recommended that you contact Freeman Audio Visual.

While some service providers have more coverage within the building than others, 'Cellular' service within the Shaw Centre is not guaranteed. Therefore it is recommended by the facility that clients use Point of Sale devices which can operate using a wireless internet connection, wired internet connection or an analog phone line as their connectivity. You can place an order through Freeman Audio Visual Canada using the exhibitor internet order form located in the exhibitor kit, and should you have any questions, please feel free to contact 613-688-9058.

SHAW CENTRE

(Booth Cleaning, Sampling Guidelines, Temporary Cold Water Service, Vehicle Display)
Phone: 613-563-1984 Fax: 613-563-7646
Email: eventservices@ottawaconventioncentre.com

SHIPPING INFORMATION

Warehouse shipping address:

FMI PD Week
Exhibiting Company Name
Booth # _____
C/O Freeman
940 Belfast Road
Ottawa, Ontario, Canada K1G 4A2

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

Freeman will accept crated, boxed or skidded material beginning **October 24, 2014** at the above address. Material arriving after **November 17, 2014** will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted Monday through Friday between the hours of 8:00am to 4:30pm.

Show site shipping address:

FMI PD Week
Exhibiting Company Name
Booth # _____
Ottawa Convention Centre
55 Colonel By Drive
Ottawa, Ontario, Canada K1N 9J2

Freeman will receive shipments at the exhibit facility beginning **November 24, 2014 @ noon**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Please note: All items & materials that must be brought into the facility are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the official show vendors. Please refer to the enclosed material handling order form.

RESTRICTIONS

Loading Bays:

- 5 loading bays can accept tractor trailers
- 4 standard loading bays with dock levelers can accept a vehicle up to a 77' in length with cab
- 1 loading bay with a built-in scissor lift

Loading Areas:

- 3 loading areas can accept 5 ton trucks or smaller vehicles
 - ground level loading/unloading
- Loading bays/areas are for temporary pick-up and delivery only. Parking is prohibited.

Floor Weight Allowance

All heavy objects to be placed on the floor in the facility must be approved by Freeman.

Elevator Specifications – Service/Freight

For the safety of all individuals, freight elevators are not intended for passenger use. Materials cannot be transported in the public passenger elevator or on escalators.

MATERIAL HANDLING

Exhibitors may hand-carry their own freight into the exhibit facility **through the passenger elevators**. 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 and other mechanical equipment however, 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 Order Form contained in this service manual for charges.**

EXHIBIT TRANSPORTATION AND CUSTOMS

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

AS A REMINDER

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

SMALL PACKAGES/BOXES DELIVERIES (Including Portable Display Cases)

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

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

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.

PRIVACY POLICY

Pursuant to the Personal Information Protection and Electronic Documents Act, Freeman has formalized its current practices into a privacy policy. A copy of our full privacy policy is available on request or by visiting our website at

<http://www.freemanco.com/freemanco/freeman/privacy.jsp>

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

ASSISTANCE

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

French order forms are available upon request.

WE APPRECIATE YOUR BUSINESS.

F R E E M A N

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

**INCLUDE THIS FORM
WITH YOUR ORDER**

NAME OF SHOW: **FMI PD WEEK 2014**

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 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 (322695) 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:

AMERICAN EXPRESS

MASTERCARD

VISA

Account No.: _____ Exp. Date _____

Personal Credit Card Company Credit Card

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

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

ENTER TOTALS HERE

FURNISHINGS	EXHIBIT ACCESSORIES	ELECTRICAL	HANGING SIGNS	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
INSTALLATION LABOUR	DISMANTLE LABOUR	EXHIBIT TRANS/CUSTOMS	MATERIAL HANDLING	GRAND TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Remember to order in advance to save time and money. You may place your order by phone, fax OR mail.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

TELL US WHAT YOU THINK

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

<http://feedback.freemanco.com/?322695>

FREEMAN method of payment

F R E E M A N

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

ALL PRICES ARE IN
CANADIAN DOLLARS

NAME OF SHOW: FMI PD WEEK 2014

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 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 |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> FREEMAN ELECTRICAL |
| <input type="checkbox"/> OTHER | |

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/PROVINCE/POSTAL CODE:

OCTOBER 2012 (4322695)

FREEMAN third party authorization

F R E E M A N

940 Belfast Road

Ottawa, Ontario K1G 4A2

(613) 748-7180 • Fax: (613) 748-5977

freemanottawaES@freemanco.com

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

FMI PD WEEK 2014

NAME OF SHOW: _____

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

FURNISHINGS				
Qty	Part #	Description	Standard Price	Total
___	210108	Limerick Chair	43.35	_____
___	210112	Black Casey Stool	82.30	_____
___	210112	Grey Casey Stool	82.30	_____
___	71090	Black Diamond Arm Chair	96.90	_____
___	71089	Black Diamond Side Chair	82.60	_____
___	71088	Black Diamond Stool	123.50	_____
___	71045	Grey Gaslift Chair	75.80	_____
___	71047	Grey Gaslift Stool	90.30	_____

Black Only				
___	75020	Display Cylinder/Low	124.60	_____
___	75021	Display Cylinder/Medium	137.20	_____
___	75022	Display Cylinder/High	146.30	_____
___	75079	Orion Computer Kiosk	301.00	_____
___	750135	Round Literature Rack	182.00	_____
___	750136	Flat Literature Rack	133.00	_____

NOTE: Tables are 24" wide

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

DRAPED				
___	124430	4' Draped Table/30"H*	77.30	_____
___	124630	6' Draped Table/30"H*	92.25	_____
___	124830	8' Draped Table/30"H*	107.25	_____
___	12404630	4th Side Draping-6' X 30"H*	42.00	_____
___	12404830	4th Side Draping-8' X 30"H*	42.00	_____
___	124442	4' Draped Table/42"H*	115.45	_____
___	124642	6' Draped Table/42"H*	130.15	_____
___	124842	8' Draped Table/42"H*	144.85	_____
___	12404642	4th Side Drape-6' x 42"H*	60.15	_____
___	12404842	4th Side Drape-8' x 42"H*	60.15	_____

UNDRAPED				
___	125430	4' Undraped Table/30"H	47.05	_____
___	125630	6' Undraped Table/30"H	61.75	_____
___	125830	8' Undraped Table/30"H	76.45	_____
___	125442	4' Undraped Table/42"H	84.20	_____
___	125642	6' Undraped Table/42"H	91.55	_____
___	125842	8' Undraped Table/42"H	97.45	_____

Soho Tables (Black Only):

___	72067	Soho Cafe 30"Hx36"D	127.45	_____
___	72068	Soho Bistro 42"Hx36"D	143.20	_____
___	72069	Soho Cafe 30"Hx24"D	127.45	_____
___	72070	Soho Bistro 42"Hx24"D	143.20	_____

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"/> Dark Green			

___	12103	Special Drape- 3'High-per ft*	6.95	_____
___	12108	Special Drape- 8'High-per ft*	8.45	_____
___	121012	Special Drape-12' High-per ft*	13.25	_____

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

FURNISHINGS				
Qty	Part #	Description	Standard Price	Total
___	220107	Wastebasket	14.05	_____
___	220110	Chrome Bag Rack	68.10	_____
___	220118	Chrome Sign Holder	60.00	_____
___	220134	Chrome Easel	35.00	_____
___	220121	Chrome Stanchion Retractable	42.00	_____

+ SPECIALTY FURNISHINGS				
Qty	Part #	Description	Standard Price	Total
___	72028+	Slate Cocktail Table-Black	97.50	_____
___	72029+	Slate End Table-Black	67.50	_____
___	910217+	Barcelona Chair-White	431.90	_____
___	910218+	Barcelona Chair-Red	431.90	_____
___	81515+	Barcelona Ottoman-White	238.65	_____
___	81516+	Barcelona Ottoman-Red	238.65	_____
___	81074+	Altura Exec. High Chair-Blk	180.25	_____
___	910130+	Black Leather Banana Stool	134.20	_____
___	920146+	30" Rd. Bistro Table -42"H	134.10	_____
___	910201+	Citi Leather Chair-Black	331.65	_____
___	930200+	Citi Leather Loveseat-Black	471.10	_____
___	910225+	Charcoal Fabric Chair	184.75	_____
___	930225+	Charcoal Fabric Loveseat	275.60	_____
___	910221+	Black Leather Tub Chair	155.75	_____
___	920205+	Brown-Conference Table-3'x6'	273.00	_____
___	72092	+ Milano Conference Table	273.00	_____

FURNISHING TOTAL				
Subtotal	+	13% HST	=	Total
_____		_____		_____

FREEMAN furnishing

FREEMAN


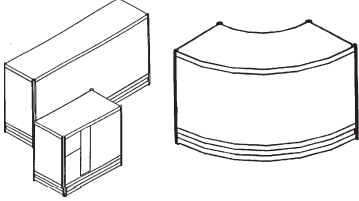
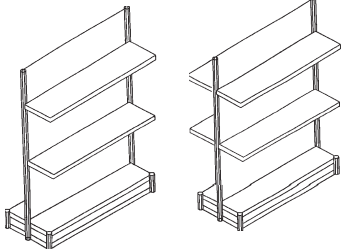


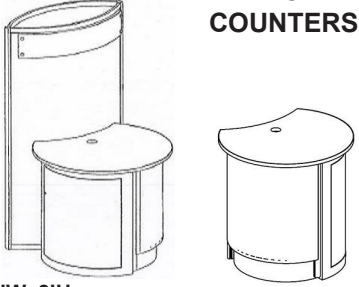
940 Belfast Road
 Ottawa, Ontario K1G 4A2
 (613) 748-7180 • Fax: (613) 748-5977
 freemanottawaES@freemanco.com

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

FMI PD WEEK 2014

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

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

ACCESSORIES FOR RENTAL UNITS		
SLATWALL 	CABINETS 	GONDOLAS 
SHOWCASE 48"Wx24"Dx36"H # 17551206 	SHOWCASE TOWER With overhead light (power not included) 	DREAM FORCE COUNTERS  30"Wx8'H

Qty	Part #	Description	Standard Price	Total
CABINETS & LOCKS				
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC				
___	17305	1M x 1/2M x 36" High.....	266.05	_____
___	17306	1M x 1/2M x 42" High.....	290.20	_____
___	17308	2M x 1/2M x 36" High.....	342.45	_____
___	17309	2M x 1/2M x 42" High	376.75	_____
___	173010	1M Radius x 1/2M x 36" H.....	290.55	_____
___	173011	1M Radius x 1/2M x 42" H.....	305.20	_____
___	17301	Cabinet Lock.....	28.00	_____
SHOWCASE -Grey PVC only				
___	1755800	Showcase 40"W x 16"D x 79"H.....	413.00	_____
___	1755801	Showcase 24"W x 24"D x 79"H.....	273.00	_____
___	17551206	Showcase 48"W x 24"D x 36"H.....	245.00	_____
___	17809008	Dream Force Counter 41"Wx41.5"H	350.00	_____
___	17809009	Dream Force Counter w/backdrop.....	490.00	_____

Qty	Part #	Description	Standard Price	Total
WALL PANELS				
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC				
___	173521	1M x 8' High	231.00	_____
___	173525	1/2M x 8' High	115.50	_____
SLATWALLS - MAPLE ONLY				
___	1736100	1M x 8' High	119.00	_____
GONDOLAS				
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC				
___	174541	Single Sided 1M x 4' High	201.05	_____
___	174581	Single Sided 1M x 8' High.....	310.50	_____
___	174542	Double Sided 1M x 4' High.....	280.90	_____
___	174582	Double Sided 1M x 8' High.....	391.80	_____
TOTAL COST				
Subtotal		+	13% HST	= Total

FREEMAN exhibit accessories

F R E E M A N

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: FMI PD WEEK 2014

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

DISPLAY LABOUR (One Hour Minimum per Worker)

Description	Standard
Straight Time- 8:00 A.M. to 4:00 P.M. Monday through Friday.....	\$71.50
Overtime- 6:00 A.M. to 8:00 A.M. and 4:00 P.M. to 12:00 Midnight Monday through Friday	
6:00 A.M. to 12:00 Midnight Saturday and Sunday.....	\$107.25
Double Time- 12:00 Midnight to 6:00 A.M. and recognized holidays	\$143.00

- Should you require specialized labour, please contact our office for pricing.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- 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 \$71.50.

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%/\$71.50) = \$ _____						
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 \$71.50.

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%/\$71.50) = \$ _____						
13% HST = \$ _____						
Total Dismantle = \$ _____						

FREEMAN installation & dismantle

NAME OF SHOW: **FMI PD WEEK 2014**

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

<p>1. Vendor (Name and Address) / Vendeur (Nom et Adresse)</p> <p>ACME Company 1234 Coyote Lane Desert City, Sahara, USA 54321 Attn: Wily Coyote @ 416-555-1212</p>	<p>2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada</p> <p>January 1, 2001 > "Shipping Date"</p> <p>3. Other References (Include Purchaser's Order No.) Autres références (include le no de commande de l'acheteur)</p> <p>"Your IRS or Fed Tax ID"</p>
---	---

<p>4. Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p>ACME Company c/o Freeman 940 Belfast Road Ottawa, Ontario K1G 4A2 Show: Vegetables Fair Booth#: _____</p>	<p>5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)</p> <p>6. Country of Transhipment / Pays de transbordement</p> <p>7. Country of Origin of Goods Pays d'origine des marchandises</p> <p>USA</p> <p>If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12</p>
---	---

<p>VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>Yes <input checked="" type="checkbox"/> OUI NO <input type="checkbox"/> NON</p>	<p>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.)</p>
---	--

<p>8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada</p> <p>Via Ground, Desert City, Sahara</p>	<p>10. Currency of Settlement / Devises du paiement</p> <p>USD</p>
--	--

11. No. of Pkgs. / Nbre. De colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics, i.e. Grade Quality / Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques, p. ex. Classe, qualité)	13. Quantity (State Unit) / Quantité (Préciser l'unité)	14. 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

<p>XI.1 Total Number of Pieces / Nombre total de pièces</p> <p>3</p>	<p>16. Total Weight / Poids total</p> <p>Net Gross / Brut</p> <p>156 lbs.</p> <p>17. Invoice Total / Total de la facture</p> <p>\$6,157.50</p>
--	--

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

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

<p>23. If included in field 17 indicate amount Si compris dans le total à la zone 17, préciser</p> <p>(i) Transportation charges, expenses and insurance From the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du lieu d'expédition directe vers le Canada</p> <p>\$ _____</p> <p>(ii) Costs for construction, erection, and assembly incurred after importation into Canada Les coûts de construction, de montage et d'assemblage après importation au Canada</p> <p>\$ _____</p> <p>(iii) Export packing Le coût de l'emballage d'exportation</p> <p>\$ _____</p>	<p>24. If not included in field 17 indicate amount Si non compris dans le total à la zone 17, préciser</p> <p>(i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au lieu d'expédition directe vers le Canada</p> <p>\$ _____</p> <p>(ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat</p> <p>\$ _____</p> <p>(iii) Export packing Le coût de l'emballage d'exportation</p> <p>\$ _____</p>	<p>25. Check (if applicable) Cocher (s'il y a lieu)</p> <p>(i) royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ultérieurs ont été ou seront versés par l'acheteur</p> <p><input type="checkbox"/></p> <p>(ii) The purchaser has supplied goods and services for use in the production of these goods L'acheteur a fourni des biens ou des services pour la production de ces marchandises</p> <p><input type="checkbox"/></p>
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CANADA CUSTOMS INVOICE

North American Logistics Inc

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

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

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

NAME OF SHOW: FMI PD WEEK 2014
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

SELECT SERVICE(S):

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

PICK UP INFORMATION:

Requested Pick Up Date: _____

IRS #: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

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

DESTINATION

- I will be shipping to the **WAREHOUSE**
Exhibiting Company Name / Booth #
FMI PD WEEK 2014

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

MUST BE DELIVERED BY NOVEMBER 21, 2014

- I will be shipping to the **SHOWSITE**
Exhibiting Company Name / Booth #
FMI PD WEEK 2014

C/O: Freeman
 Shaw Centre
 Ottawa, Ontario, Canada K1N 9J2

CANNOT BE DELIVERED BEFORE NOVEMBER 24, 2014

TYPE OF SERVICE - Choose One

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Number of Labels: _____

**FAX THIS COMPLETED FORM TO:
613-748-5977**

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

SHOW # 322695

FREEMAN exhibit transportation & customs

F R E E M A N

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

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **FMI PD WEEK 2014**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

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

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 labor to unload. **Federal Express, UPS, Airborne Express and DHL** are included in this category due to their delivery procedures.

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

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

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

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment ST (200 lb. minimum) beginning OCTOBER 24, 2014		
Crated or Skidded Shipment.....	\$ 60.00	120.00
Special Handling Shipment.....	\$ 78.00	156.00
Show Site Shipment ST (200 lb. minimum) beginning NOVEMBER 24, 2014 @ NOON		
Crated or Skidded Shipment.....	\$ 50.00	100.00
Special Handling Shipment.....	\$ 65.00	130.00
Uncrated or Pad Wrapped Shipment.....	\$ 75.00	150.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 40.00	
Per Shipment (after NOVEMBER 17, 2014)	\$ 50.00	

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after NOVEMBER 17, 2014	\$ 15.00	30.00
Show Site Shipment NOVEMBER 24, 2014 after 5PM	\$ 12.50	25.00
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 12.50	25.00
Special Handling Shipment.....	\$ 16.25	32.50
Uncrated or Pad Wrapped Shipment.....	\$ 18.75	37.50
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 12.50	25.00
Special Handling Shipment.....	\$ 16.25	32.50
Uncrated or Pad Wrapped Shipment.....	\$ 18.75	37.50

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

Tips to Save on Material Handling

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

6/08 - 60 lbs. charged @ 200 lbs. \$120.00
6/10 - 52 lbs. charged @ 200 lbs. \$120.00
6/11 - 65 lbs. charged @ 200 lbs. \$120.00 = \$360.00

1 Consolidated Shipment

3 pieces (1 shipment)
177 lbs. @ 200 lbs = \$120.00

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

13% HST	
Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.myfreemanonline.com

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, labor, 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 labor 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, Airborne Express and DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

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 bars and hooks.

F R E E M A N

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

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

FREEMAN outbound shipping

NAME OF SHOW: FMI PD WEEK 2014
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

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

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

SHIPPING INFORMATION

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

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

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

OTHER COMMON CARRIER _____

VAN LINE _____

OTHER AIR FREIGHT _____

- Next Day
- Second Day
- Deferred

CARRIER PHONE NUMBER _____

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

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

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

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

DESIRED NUMBER OF LABELS: _____

F R E E M A N

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

MUST BE DELIVERED BY NOVEMBER 21, 2014

TO: _____

c/o **Freeman**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA

K1G 4A2

WAREHOUSE

Event **FMI PD WEEK 2014** _____

Booth No. _____ No. of pcs _____ Carrier _____

F R E E M A N

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

MUST BE DELIVERED BY NOVEMBER 21, 2014

TO: _____

c/o **Freeman**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA

K1G 4A2

WAREHOUSE

Event **FMI PD WEEK 2014** _____

Booth No. _____ No. of pcs _____ Carrier _____

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

F R E E M A N

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE NOVEMBER 24, 2014

TO: _____

c/o **Freeman**

55 COLONEL BY DRIVE

OTTAWA, ONTARIO, CANADA K1N 9J2

SHOW SITE

Event **FMI PD WEEK 2014** _____

Booth No. _____ No. of pcs _____ Carrier _____

F R E E M A N

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE NOVEMBER 24, 2014

TO: _____

c/o **Freeman**

55 COLONEL BY DRIVE

OTTAWA, ONTARIO, CANADA K1N 9J2

SHOW SITE

Event **FMI PD WEEK 2014** _____

Booth No. _____ No. of pcs _____ Carrier _____

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

ELECTRICAL SERVICES

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

How do I know how much power I need?

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

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

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

Do I need to order labour?

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

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

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

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

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

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

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

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

Where does the power come from?

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

Where will my power be located?

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

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

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

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

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

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

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

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

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

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

Can I run my extension cords under the carpet myself?

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

Will my floor work be completed before I arrive?

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

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

Labour and material charges apply.

When will my power be turned on?

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

Do I need lighting?

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

Can I hang my own lights?

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

Do I need to order power for my lighting?

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

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

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

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

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

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

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

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

Additional questions?

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

ISLAND BOOTHS

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

1. Main Drop.

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

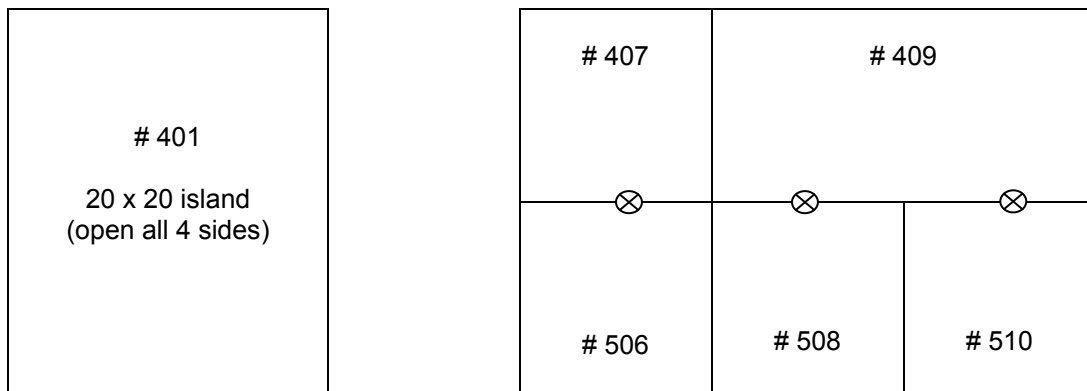
2. Location and load of all outlets.

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

3. Booth orientation.

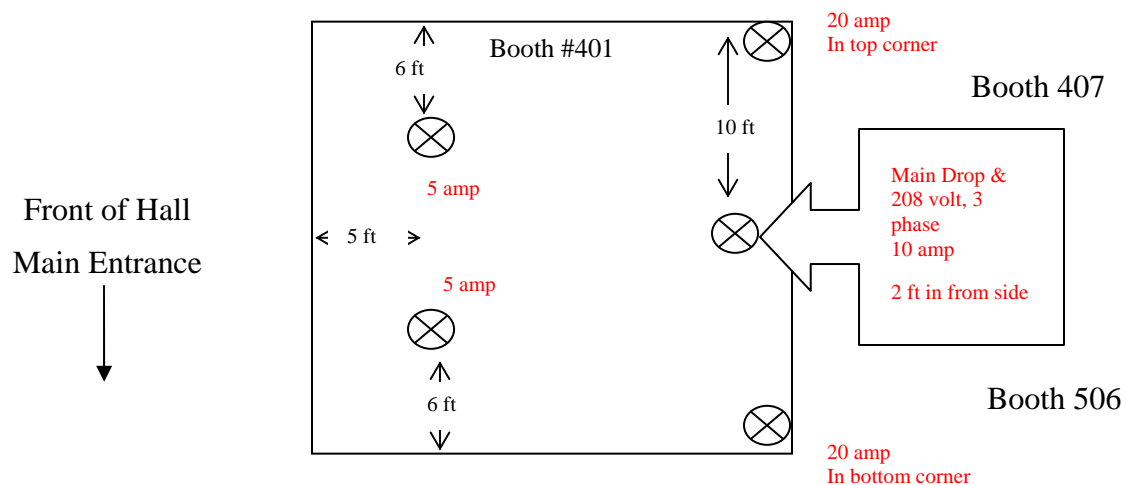
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

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



F R E E M A N

ELECTRICAL SERVICES USAGE GUIDE

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

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

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

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

F R E E M A N

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

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN electrical

NAME OF SHOW: FMI PD WEEK 2014

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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)	Standard Price	TOTAL
1500 Watts duplex outlet	_____	_____	\$173.95 = \$	_____
15 Amps dedicated quad circuit	_____	_____	\$190.05 = \$	_____
20 Amps dedicated quad circuit	_____	_____	\$243.60 = \$	_____

208 VOLT SINGLE PHASE (Labour Required for Connection)

20 Amps	_____	_____	\$501.55 = \$	_____
30 Amps	_____	_____	\$670.95 = \$	_____
60 Amps	_____	_____	\$911.40 = \$	_____
100 Amps	_____	_____	\$1289.75 = \$	_____

208 VOLT THREE PHASE (Labour Required for Connection)

20 Amps	_____	_____	\$533.05 = \$	_____
30 Amps	_____	_____	\$707.35 = \$	_____
60 Amps	_____	_____	\$997.15 = \$	_____
100 Amps	_____	_____	\$1444.45 = \$	_____

Transformer to Boost 208V to Approx. 230V - \$3.25 per Amp (20 Amp Min.)

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

LIGHTING (Price includes power supply to unit)

Arm Light *hardwall exhibits only*	_____	_____	\$42.00 = \$	_____
Quartz Light Stand	_____	_____	\$92.75 = \$	_____
4' Track Light *hardwall exhibits only*	_____	_____	\$146.30 = \$	_____

Extension cords and power strips are available for rental at the Freeman Service Desk.

SPECIAL REQUIREMENTS

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

ADDITIONAL INFORMATION

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

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

ISLAND BOOTHS

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

INLINE AND PENINSULA BOOTHS

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

24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

SEPARATE OUTLETS

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

CANCELLATION

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

OVERHEAD POWER

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

TOTAL COST

Subtotal	\$ _____
13% HST Tax <small>HST# R101889426</small>	\$ _____
GRAND TOTAL	\$ _____

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment

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

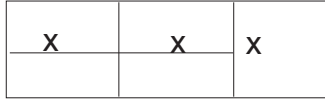
For Lighting

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

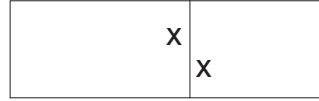
LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths

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



IN-LINE BOOTHS / PENINSULA

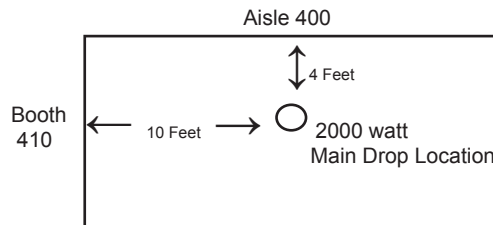


BACK TO BACK PENINSULA

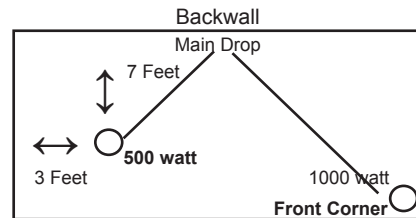
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labour Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets

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



Island Booth with one outlet



10 X 20 Booth with multiple outlets
Labour Required

OTHER:

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

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FMI PD WEEK 2014

NAME OF SHOW: _____

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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	\$77.75	\$ 101.00
Electrician - OT	\$ 116.50	\$ 151.50
Electrician - DT	\$ 155.25	\$ 201.75

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:	BOOTH WORK:
<p>Floor work is the distribution of electrical under carpet and flooring.</p> <p><input type="checkbox"/> OK TO PROCEED WITHOUT EXHIBITOR PRESENT:</p> <p>Complete Before: Date _____ Time _____</p> <p>Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.</p> <p>PRINT NAME: _____</p> <p>AUTHORIZED SIGNATURE: _____</p> <p><input type="checkbox"/> EXHIBITOR SUPERVISION (DO NOT PROCEED):</p> <p>Date _____ Time _____ # of Electricians _____</p> <p>NAME OF ON-SITE CONTACT: _____</p> <p>CELL PHONE: _____</p> <p>Special Instructions: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Booth work is any of the following. Please check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Distribution of electrical overhead (more than one drop location in your booth). <input type="checkbox"/> Distribution of electrical through booth structure. <input type="checkbox"/> Connection or hard wiring of all exhibitor equipment. <input type="checkbox"/> Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss). <input type="checkbox"/> Wiring of overhead signs. <input type="checkbox"/> Installation of electrical headers and/or light boxes. <input type="checkbox"/> Other _____ <p>Labour Request</p> <p>Date _____ Time _____ Est. # Hours _____ # Electrician _____</p> <p>Date _____ Time _____ Est. # Hours _____ # Electrician _____</p> <p>NAME OF ON-SITE CONTACT: _____</p> <p>CELL PHONE: _____</p> <p>Special Instructions: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

FREEMAN electrical labour

ELECTRICAL INSTRUCTIONS

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

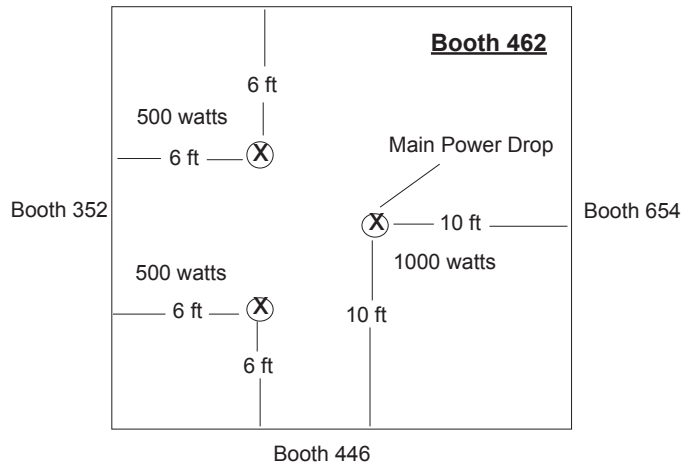
CANCELLATION POLICY

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

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

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



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 freemanottawaES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FMI PD WEEK 2014

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

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

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

HANGING SIGN LABOUR AND EQUIPMENT

INSTRUCTIONS

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

SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner ___ Metal or Wood ___ Other ___

Shape: Square ___ Triangle ___ Rectangle ___ Other ___

Size: Height ___ Length ___ Width ___

Weight of Sign: _____

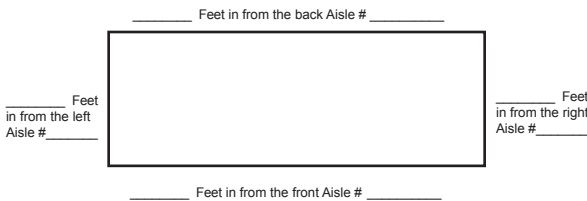
Does Your Sign Require Electricity ___ Assembly ___

Is Your Sign Designed to Rotate? ___ Yes ___ No

(Initial in the applicable box above)

PLACEMENT DIAGRAM

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



Number of feet from floor to top of sign: _____

EQUIPMENT AND LABOUR RATES TO HANG SIGNS

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

Equipment With Crew

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

LABOUR RATES	Advanced Price/Hr	Show Site Price/Hr
Straight Time	\$ 77.75	\$101.00
Overtime	\$116.50	\$151.50
Double Time	\$155.25	\$201.75

LIFT EQUIPMENT RATES

Scissor Lift	\$103.50	\$144.90
Boom Lift	\$150.25	\$210.35

INSTALLATION Estimate

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

ESTIMATED INSTALLATION COST: \$ _____

DISMANTLE Estimate

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

ESTIMATED DISMANTLE COST: \$ _____

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

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

- ___ Freeman
- ___ Exhibitor Personnel
- ___ Display House

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

TOTAL COST

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

F R E E M A N

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

**PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM**

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

_____, the contracted exhibitor at the **FMI PD WEEK 2014** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Please complete and return form to:

FREEMAN
940 Belfast Road
Ottawa, ON K1G 4A2
Fax: (613) 748-5977

GUIDELINES FOR BANNER HANGING

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

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

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

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

CAN WE HELP YOU?

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

We value your business and look forward to your call!

RIGGING & OVERHEAD SAFETY POLICY

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

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

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

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

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

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

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

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

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

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

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

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

CAN WE HELP YOU?

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

We value your business and look forward to your call!

F R E E M A N

HANGING SIGN

F R E E M A N

HANGING SIGN

DO NOT DELAY

MUST BE DELIVERED BY NOVEMBER 17, 2014

FROM:

Company Name _____

Piece Count _____

TO: Freeman Electrical

940 BELFAST ROAD

C/O FMI PD WEEK 2014

OTTAWA, ONTARIO, CANADA

K1G 4A2

DO NOT DELAY

MUST BE DELIVERED BY NOVEMBER 17, 2014

FROM:

Company Name _____

Piece Count _____

TO: Freeman Electrical

940 BELFAST ROAD

C/O FMI PD WEEK 2014

OTTAWA, ONTARIO, CANADA

K1G 4A2

PAYMENT AND LABOUR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

LABOUR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

EXHIBITOR shall be responsible for the performance of labour provided under this section. It is the responsibility of EXHIBITOR to supervise labour secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, Provincial, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labour, and to return to the Service Desk to release labour when the work is completed.

INDEMNIFICATION:

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labour provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, Provincial, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labour provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

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

MATERIAL HANDLING

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

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

- THIS MATERIAL HANDLING AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO FREEMAN'S WAREHOUSE OR TO AN EVENT SITE FOR WHICH FREEMAN IS THE OFFICIAL SHOW CONTRACTOR; OR
- AN ORDER FOR LABOUR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH THE FREEMAN COMPANIES.

FREEMAN TERMS & CONDITIONS

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

2. PACKAGING AND CRATES. FREEMAN shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, FREEMAN shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or its representative. All previous labels must be removed or obliterated. FREEMAN assumes no responsibility for:

- Error in the above procedures;
- Removal of containers with old empty labels and without FREEMAN labels; or
- Improper information on empty labels. FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CON-TAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND/OUTBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or its representative, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier, and during such times, your materials will be left unattended. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. FREEMAN highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to FREEMAN by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to FREEMAN and the actual count of such items in the booth at the time of pickup.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper, or agent for transportation after the conclusion of the show. FREEMAN loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FREEMAN assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials that arises out of improperly loaded materials.

6. DESIGNATED CARRIERS. In order to expedite removal of materials from show site as required by Show Management and/or the facility, FREEMAN shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall FREEMAN be responsible for any loss resulting from such rerouting designation.

7. FREEMAN'S RESPONSIBILITIES. FREEMAN shall be responsible only for those services which it directly provides. FREEMAN assumes no responsibility for any persons, parties, or other contracting firms not under FREEMAN'S direct supervision and control. FREEMAN'S performance hereunder is subject to, and FREEMAN shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond FREEMAN'S reasonable control, nor for ordinary wear and tear in the handling of materials.

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

9. CLAIM(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage must be submitted to FREEMAN immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from FREEMAN'S warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against FREEMAN more than one (1) year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim,

EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due FREEMAN for its services as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction and shall be resolved on their own merits.

b. MAXIMUM RECOVERY. If found liable for any loss, FREEMAN'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.

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

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

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

12. INDEMNIFICATION. EXHIBITOR agrees to indemnify and forever hold harmless FREEMAN and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out or contributed to by any of the following:

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

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

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

TERMS & CONDITIONS

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct Postal code of the Shipper and Consignee. When a container is used 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 any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

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

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

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

(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. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: Freeman's LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL Freeman's LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

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

(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;

(b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
(c) personal effects;
(d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman 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 example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

(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, products 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.

Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) 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.

(b) 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.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, Provincial, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or Provincial Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151

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

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

TERMS & CONDITIONS

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Trade Association.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage is subject to the special services and charges offered in the Freeman tariff. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper 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 the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

- Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.
- Storage charges, based on Freeman's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at 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. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

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

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARMS LENGTH SALE.) OR \$2.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per

point for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage.

Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

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

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$20,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

- whenever or wherever the claimed loss or damage may occur;
- even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause; and;
- even though Freeman may have been advised or be on notice of the possibility or even the probability

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.
- Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, Provincial, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. CHOICE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

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

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

COMPANY: _____	SHOW NAME: FMI PD WEEK - NOVEMBER 25-28, 2014
STREET: _____	LOCATION: OTTAWA CONVENTION CENTRE
CITY: _____	BOOTH #: _____
PROV / STATE: _____	POSTAL CODE: _____
E-MAIL: _____	INSTALLATION DATE: _____ TIME: _____
PHONE: _____	FAX: _____
ORDERED BY: _____	EXHIBIT START DATE: _____ TIME: _____
PO #: _____	PST #: _____
	EXHIBIT END DATE: _____ TIME: _____
	CONTACT ON-SITE: _____
	STAYING AT: _____ PHONE: _____

NOTE: All internet codes issued by FREEMAN Audio Visual Canada are one time use and device specific. Once the code has been entered into a device, the code is non-transferable to a new device. **PLEASE ENSURE YOU ENTER YOUR CODE ON THE DEVICE YOU WILL BE USING SHOW DAY(S).** Should FREEMAN Audio Visual Canada need to supply you with a new code for a new device, additional charges will apply for the new code and a \$75.00 administration fee will be applied. **PLEASE ENSURE YOU HAVE ORDERED THE CORRECT INTERNET SPEED FOR YOUR APPLICATION.** Should FREEMAN Audio Visual Canada need to upgrade your connection, additional charges will be applied for the new connection and a \$75.00 administration fee will apply. Connections to do not need to be tested: if you require testing, please contact us. **PLEASE NOTE THAT FIREWALLS, ROUTERS, SWITCHES AND HUBS ARE NOT PERMITTED UNLESS PRE-ARRANGED IN ADVANCE** with FREEMAN Audio Visual Canada. The use of such devices without authorization may result in line de-activation without refund. Should you require multiple wired connections or a private wireless network for your event, please contact FREEMAN Audio Visual Canada directly for a quote.

DISCOUNT DATE: OCTOBER 31, 2014. 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: 12:00 NOON - 5:00 PM ON NOVEMBER 24, 2014.

QUANTITY	SERVICE AVAILABLE	EVENT RATE	TOTAL
EVENT WIRELESS INTERNET DHCP			
	Wireless Standard - up to 3Mbps	\$250.00	
	Wireless Premium - up to 5Mbps	\$550.00	
	Add for each additional device for any of the above services	\$100.00	
EVENT WIRED INTERNET			
	Wired Standard - up to 3Mbps	\$450.00	
	Wired Premium - up to 5Mbps	\$650.00	
	Add for each additional device for any of the above services	\$150.00	
EVENT DEDICATED INTERNET DHCP			
	Wired Standard Dedicated 3Mbps (includes 3 IP's)	\$1,500.00	
	Wired Premium Dedicated 5Mbps (includes 5 IP's)	\$2,500.00	
	Each Additional IP	\$25.00	
	Each Additional Mbps (includes 1 IP)	\$500.00	
COMPUTERS			
	All computers come with 10/100 Ethernet, Windows and Office software		
	Standard Desktop Computer (P4, 2GHZ, 512RAM, 40GB HD, CD, 17" LCD MONITOR)	\$250.00	
	Notebook Computer (P4, 1.54GHZ, 256RAM, 20GB HD, DVD, 15" SCREEN)	\$325.00	
	Desktop speakers	\$50.00	
TELEPHONES - ANALOG LINES - INTERNET - FOR POINT OF SALE TERMINALS			
	Telephone (VOIP) Includes local access	\$250.00	
	Wireless Lite (For POS Terminal) -1Mbps	\$150.00	
	Wired Lite (For POS Terminal) 1Mbps	\$250.00	
	Analog phone line	\$250.00	
NETWORK SUPPORT			
	Hours of on-site Network Technician support @ \$100.00/hour	\$100.00	
	Under carpet cable installation (Please submit booth schematics with order to ensure proper placement of cabling)	\$150.00	
OTHER			
	PLEASE INQUIRE IF YOU DO NOT SEE WHAT YOU NEED!		

Rogers customers have reported cellular network connectivity issues at the Ottawa Convention Centre. We have not received similar reports from those using devices on the Bell or Telus Network. The facility has no control over issues related to cell service. If you have any questions or concerns please contact your service provider. If you are using a 3G Point of Sale Terminal from Rogers, please be advised that these devices do not typically allow for an alternate connection. If your PoS Terminal from Rogers CAN operate using a wireless internet connection, wired internet connection or an analog phone line for connectivity, it is highly recommended that you order from the services below.

PAYMENT MUST ACCOMPANY YOUR ORDER (CLICK 'PAYMENT' BOX ; USE ARROW TO SELECT METHOD)		SERVICE TOTAL:		\$0.00
CREDIT CARD # _____	PAYMENT	DELIVERY & PICKUP:		\$0.00
EXPIRY: _____		LABOUR - NETWORK TECH:		\$0.00
AUTHORIZED SIGNATURE: _____	IF HST EXEMPT ENTER # BELOW	LABOUR - ADDITIONAL:		\$0.00
NAME ON CREDIT CARD: _____		SUB-TOTAL:		\$0.00
DATE: _____		HST:	13%	\$0.00
		HST EXEMPTION:		\$0.00
ADMINISTRATION FEES OF 2.5% WILL APPLY FOR ALL CREDIT CARD TRANSACTIONS OVER \$5,000.00		TOTAL:		\$0.00

For further information, please contact: **DENIS CHENIER** 613-688-9058 PH
 e-mail address: denis.chenier@freemanco.com 613-688-9069 FAX

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.
- 2 Orders received less than 10 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.
- 10 Due to the dynamic nature of the internet, FREEMAN Audio Visual Canada cannot guarantee any level of performance or accessibility beyond our gateway. FREEMAN Audio Visual Canada does however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet for all users.
- 11 Due to the nature of wireless technology and it's limitations (interference, number of users per access point, etc.), FREEMAN Audio Visual Canada strongly suggests the use of wired internet for mission critical applications (registration, office, product demo, etc.) and corporate applications (exhibitor's web site, videos, etc.). The wireless internet is most recommended when mobility is required and for regular internet usage. Furthermore, due to the high volume of wireless traffic on the 2.5GHz (G) network for this event, FREEMAN Audio Visual Canada is not responsible for connectivity issues pertaining to devices connection via this network. Devices on the 5.0Ghz (a) network should be able to connect without any issues, due to the higher capacity available on the 5.0Ghz (a) network.
- 12 FREEMAN Audio Visual Canada does not provide technical support for computer hardware or software related issues.
- 13 FREEMAN Audio Visual Canada does not provide technical support on any issues related to the configuration of your computer equipment.

APPENDIX B

EXHIBITOR GUIDELINES AND AUTHORIZATION FORM

(Complete these forms to receive authorization to distribute foods and non-alcohol beverages not purchased through the Ottawa Convention Centre).

The Ottawa Convention Centre has the exclusive food and beverage rights within the facility. As the exclusive provider, the Ottawa Convention Centre strictly prohibits any and all food, beverage, candy, logo water and other similar items from being brought into the facility without prior authorization.

In order to obtain authorization from the Ottawa Convention Centre to distribute any food or beverage item, one of the following conditions must exist:

Option #1- Manufacturer of Product

The party interested in distributing food or beverage **must be the manufacturer of said product** and is exhibiting at a **food and beverage or related industry show**. The interested party must only distribute SAMPLE sizes (two ounces or less for food and three ounces or less of beverages) of the product.

If the product that is manufactured is alcohol, an Ottawa Convention Centre attendant is required to serve the alcohol (1 oz sample size portions only) and the manufacturer must be present at the location.

**A waiver releasing the Ottawa Convention Centre of liability will be required.*

Option #2 – Non-manufacturers of Product

The party interested in distributing food or beverage must pay a fee to Ottawa Convention Centre in order for Ottawa Convention Centre to waive its right to exclusivity. The waiver fee will be no more than the full retail menu price, but the final waiver fee will be up to the discretion of Ottawa Convention Centre, to view the Exhibitor Booth Menu and Order Form see Appendix J. All food and beverage requires full payment 7 days prior to the event date. Credit Cards will be required to cover any on site incidentals.

Under this option, alcohol may not be brought in to be sampled.

**A waiver releasing the Ottawa Convention Centre of liability will be required.*

For your ease and convenience, the Ottawa Convention Centre offers a great selection of food and beverage for your needs including bar service. Contact the Event Services Department for selections.

It is the responsibility of the client/exhibitor to comply with all local health and safety regulations. If a party brings unauthorized food or beverage into the Ottawa Convention Centre and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized items from their exhibit or meeting space.

EXHIBITOR SIGNATURE

DATE

APPENDIX B

EXHIBITOR GUIDELINES AND AUTHORIZATION FORM

BOOTH NUMBER OR ROOM NUMBER	SHOW NAME and DATE
COMPANY NAME	TELEPHONE NUMBER
ON-SITE CONTACT NAME	E-MAIL ADDRESS
FAX	ADDRESS

Product(s) for Sampling: _____

Check Applicable Line:

- I/we are the manufacturer or distributor of the products listed above. I/we agree to only sample 2 oz or less of food and 3 oz or less of non-alcoholic beverage or 1 oz of alcoholic beverage.
- I/we would like to request permission to pay a waiver fee to the Ottawa Convention Centre so that I/we may sample above product. I/we agree to only sample 2 oz or less of food and 3 oz or less of non-alcoholic beverage.

**Signed Event Order and Payment Required*

RELEASE AND INDEMNITY AGREEMENT

This Agreement is by and between Ottawa Convention Centre and _____
Above Named Customer

In consideration of the terms and conditions set forth below, Caterer and Exhibitor, intending to be legally bound, agree as follows:
Exhibitor hereby agrees to indemnify, defend and hold harmless Ottawa Convention Centre its subsidiaries, affiliates, employees, agents, officers and directors from and against any liabilities, damages, losses, claims, suits, judgments, fines, costs and expenses, including without limitation, attorneys' fees and expenses, incurred by Ottawa Convention Centre and arising out of or relating to Exhibitor's distribution of food and non-alcoholic beverage service at the Facility or any other activity related thereto, including, without limitation, any such liabilities, damages or said other matters arising from injury to or death of any person, or damage to or destruction of any property.

Exhibitor Signature & Date

OCC Sales & Date

*(All catering orders or authorization requests must be received three (3) weeks prior to the event date.)
Save, print and fax the completed forms to the Ottawa Convention Centre at 613-563-7646, or scan and e-mail to eventservices@ottawaconventioncentre.com.*

APPENDIX C

BOOTH CLEANING

Cleaning services include vacuuming and garbage pick-up.

BOOTH NUMBER OR ROOM NUMBER	SHOW NAME and DATE
COMPANY NAME	TELEPHONE NUMBER
ON-SITE CONTACT NAME	E-MAIL ADDRESS
FAX	ADDRESS

Cost

CLEANING TIMES	NUMBER OF 8'X10', 10'X10'	CHARGE PER BOOTH PER DAY CDN. FUNDS	TOTAL
Prior to show opening		\$20.00	
First show day overnight		\$20.00	
Second show day overnight		\$20.00	
Third show day overnight		\$20.00	
		TOTAL	
		13% HST	
		TOTAL BOOTH CLEANING	

Method of payment

(Must be made at time of ordering):

CHEQUE made payable to the Ottawa Convention Centre

CREDIT CARD (please check): Visa Mastercard AMEX

CARDHOLDER'S NAME (Please print)	CARD NUMBER
CARDHOLDER'S SIGNATURE	EXP. DATE 3 DIGIT SECURITY CODE
CLIENT SIGNATURE	DATE

Save, print and fax the completed forms to the Ottawa Convention Centre at 613-563-7646, or scan and e-mail to eventservices@ottawaconventioncentre.com.

APPENDIX D

TEMPORARY COLD WATER SERVICE

Bringing cold water supply to booth complete with ½” shut-off valve at booth
Water service is available on Level 2 – Gatineau Salon (205,206) and Ottawa Salon (213,214),
Level 3 – Parliament Foyer (pre-function area), Canada Hall (1 - 3) and Level 4 – Trillium Ballroom
No guarantee can be made on minimum pressure.

SHOW NAME		BOOTH NUMBER	
SHOW DATE		COMPANY NAME	
ON-SITE CONTACT NAME		TELEPHONE	E-MAIL
ADDRESS		WATER INSTALL DATE	WATER REMOVAL DATE

Cost

ITEM REQUIRED	NUMBER OF CONNECTIONS	CHARGE PER CONNECTION CDN. FUNDS	TOTAL
Water (standard ¾” hose connection supplied to booth)		\$100.00	
Drainage (1 ½” drain)		\$75.00	
Labour (for connect)		\$46.00/hr (minimum 1 hour)	
*Late Charge		\$50.00	
		TOTAL	
		13% HST	
		TOTAL TEMPORARY COLD WATER	

**Late charges will apply to orders received less than 48 hours prior to show move-in time*

Method of payment

(Must be made at time of ordering):

CHEQUE made payable to the Ottawa Convention Centre

CREDIT CARD (please check): Visa Mastercard AMEX

CARDHOLDER'S NAME (Please print)	CARD NUMBER	
CARDHOLDER'S SIGNATURE	EXP. DATE	3 DIGIT SECURITY CODE
CLIENT SIGNATURE	DATE	

Save, print and fax the completed forms to the Ottawa Convention Centre at 613-563-7646,
or scan and e-mail to eventservices@ottawaconventioncentre.com.

APPENDIX J

ON SITE VEHICLE DISPLAY REGULATIONS

The information below outlines the rules and regulations involving the safe display of vehicles at the Ottawa Convention Centre. Items below are industry standards, and are in place to protect all exhibitors and attendees.

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

The undersigned has read and agrees to the following:

1. Provide exact weights and measurements of the vehicle (diagram where possible) should there be a floor load bearing issue.
2. Copies of insurance coverage in case of loss, damage, theft or fire. Show Management and the Ottawa Convention Centre will be held harmless from any action that results from loss, theft, fire, damage or any other occurrence.
3. Vehicle must have the battery disconnected while on static display and gas caps are to be locked or secured against tampering.
4. Vehicle must have minimal amounts of fuel. Only enough to propel the vehicle in and out of the building is permitted.
5. While on static display, the vehicle must have an oil/fluid pan collecting leaking fluids and to protect the show floor surface. This must be monitored and cleaned.
6. A set of keys and emergency telephone numbers for contact person(s) responsible for the vehicle is to be left with the Ottawa Convention Centre Security Department.
7. Vehicle move in and out times are to be coordinated with Event Material Handling crews. Upon move in and move out there must be a forward and rear ground guide present to direct vehicle and pedestrians.
8. Vehicles may be brought into the facility via the freight elevators, up the ramp to level 2 (note that only very small vehicles can go up the ramp) or via the entry point at the main entrance.*

*Note that any vehicle being brought into the Facility that is unusual (such as a tank) or extremely heavy should be approved by the Facilities Department.

CLIENT NAME

COMPANY NAME

EVENT

TELEPHONE

ADDRESS

EMAIL

CLIENT SIGNATURE

DATE

Save and e-mail the completed form to eventservices@ottawaconventioncentre.com or print and fax the completed form to the Ottawa Convention Centre at 613-563-7646.

APPENDIX K

Exhibitor Booth Menu and Order Form

Ottawa Convention Centre has designed the Exhibitor Menu to entice attendees to your booth but also for the enjoyment of your staff.

- Traffic Promoters
Draw attendees to your booth.
- Edible Incentives
Treats to attract attention.
- Quench
Quench their thirst.
- Sip or Savour
Host one of our drink specialties.
- Inside the Box
Treat you and your staff.



Questions – please contact:

eventservices@ottawaconventioncentre.com

Traffic Promoters

Hot Pretzel Cart

Warm Pretzels	\$4.00/each
Machine Rental	\$50.00
<i>Ballpark Mustard and Nacho Cheese</i>	

Ice Cream Box

Miniature Ice Cream Novelties	\$5.00/each
Table Top Fridge Rental	\$50.00
<i>Ice Cream Bars, Sundaes and Sandwiches</i>	

Go Nuts

Warm Fancy Mixed Nuts served on a Heated Platter	\$5.00/guest
<i>Cajun Spiced Peanuts and House-smoked Almonds</i>	

Italian Soda Bar

Made to Order Sodas	\$5.00/each
<i>Sparkling Water, Fruit Juices and Flavoured Syrup</i>	

Minimum order of 50 required.

Carnival Popcorn Cart

Popcorn – up to 250 bags	\$175.00
Popcorn – up to 500 bags	\$325.00
Antique Popcorn Machine Rental	\$200.00

Bytowne Barista Station

Cappuccino and Espresso Bar
Inquire with the Event Services Manager

Attendant Available @ \$35.00/hour – minimum 4 hours.

Prices are subject to 18% service charge and 13% HST (harmonized sales tax).

Edible Incentives

Flavour Your Kettle Chips

Housemade Kettle Chips with Shakers <i>Sea Salt and Cracked Pepper, Cajun, Smoked Paprika</i>	\$6.00/guest
Miniature Bags Provided	

Signature Trail Mix

Trail Mix	\$6.00/guest
<i>Granola, Dried Fruit, Dry Roasted Peanuts, Banana Chips and M&M's</i>	
Miniature Bags Provided	

Minimum order of 50 required.

Warm Cinnamon Dusted Donut Holes

\$24.00/dozen

Caramel Sauce

Miniature Gourmet Cupcakes

\$60.00/dozen

Chocolate, Vanilla, Peanut Butter

Miniature Whoopie Pies

\$48.00/dozen

Chocolate-Vanilla, Spice

Muffin Tops

\$45.00/dozen

Blueberry, Apple Spice, Lemon Cranberry

Freshly Baked Cookies

\$36.00/dozen

Maple Fudge

\$48.00/dozen

Minimum order of 3 dozen required.

Milk and Dark Chocolate Fruit Kabobs

\$48.00/dozen

Sushi and Sashimi

\$42.00/dozen

Soya, Wasabi and Ginger

Deluxe Cold Canapés

\$40.00/dozen

Minimum order of 6 dozen required.



Quench

**Organic Starbucks® Coffee
or Tazo® Teas** **\$68.00/gallon**

Hot Chocolate **\$75.00/gallon**

Flavoured Syrup, Whipped Cream and Toppings

Iced Coffee **\$68.00/gallon**

Flavoured Syrups

Infused Water **\$42.00/gallon**

Lemon, Lime or Cucumber

Herb Infused Water **\$45.00/gallon**

Watermelon Mint or Strawberry Basil

Fruit Punch **\$90.00/gallon**

Match the Colour with your Logo

Lemonade and Iced Tea **\$70.00/gallon**

Soft Drinks **\$3.50**

Bottled Water **\$3.50**

Assorted Juices **\$4.00**

Sparkling Water **\$4.00**

10lb bag of Ice **\$12.00/bag**

Keep it Cool

Spring Water Cooler **\$95.00**

5 Gallon Bottle of Water **\$25.00**

Sip & Savour

Ontario Vineyard Tour **\$10.00/person**

*A 3oz Sampling of an Ontario VQA Wine Paired
with Local Cheese.*

Attendant Required.

Spicy Caesar Bar **\$7.00/glass**

*Vodka, Motts Clamato, Pickled Beans, Celery Stalks, Lemons,
Grated Horseradish and Worcestershire Sauce served in
Biodegradable 5oz Glasses.*

Attendant Required.

Attendant @ \$35.00/hour – minimum 4 hours.

Inside the Box

**Organic Starbucks
Coffee “in a box”** **\$34.00/box**

Boxed Lunch **\$20.00/box**

Choice of:

*White BC Albacore Tuna Salad with Swiss Cheese, Lettuce and
Sprouts on Country Baguette*

Or

*Smoked Turkey Breast with Cranberry Mayonnaise, Lettuce,
Tomato and Cheddar Cheese on Ciabatta*

Or

Grilled Vegetables, Spinach and Goat Cheese Wrap

Includes Potato Chips, Freshly Baked Cookie and Chilled Beverage

** Prices are subject to 18% service charge and
13% HST (harmonized sales tax).*



Starbucks, the Starbucks logo are registered trademarks of Starbucks U.S. Brands, LLC, in the US and Starbucks Corporation in other countries. (C) 2010 Starbucks Coffee Company. All rights reserved.

Ottawa Convention Centre Booth Catering Form

NAME _____ COMPANY NAME _____

SHOW NAME _____

SHOW DATE _____ BOOTH # _____

ADDRESS _____

PHONE _____ FAX _____ E-MAIL _____

ONSITE CONTACT _____ ONSITE CELL _____

DELIVERY DATE	DELIVERY START TIME	EVENT END TIME	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
<ul style="list-style-type: none"> The Ottawa Convention Centre is the exclusive food and beverage provider within the facility. As the exclusive provider, the Ottawa Convention Centre strictly prohibits any and all food, beverage, candy, logo water and other similar items from being brought into the facility without prior authorization. Orders must be received no later than 7 days prior to the event. Full charges will apply to cancellations made within 5 days prior to delivery. Attendant & bartender labour charges are \$35.00/hour (minimum 4 hours). The OCC does not provide skirted tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please order these requirements through the exhibitor supplier. 					SUB-TOTAL	
					18% Service	
					Labour	
					13% HST	
					TOTAL	

Method of payment

(Must be made at time of ordering):

CREDIT CARD (please check): Visa Mastercard AMEX

CARDHOLDER'S NAME (Please print) _____

CARD NUMBER WITH 3 DIGIT SECURITY CODE _____

CARDHOLDER'S SIGNATURE _____

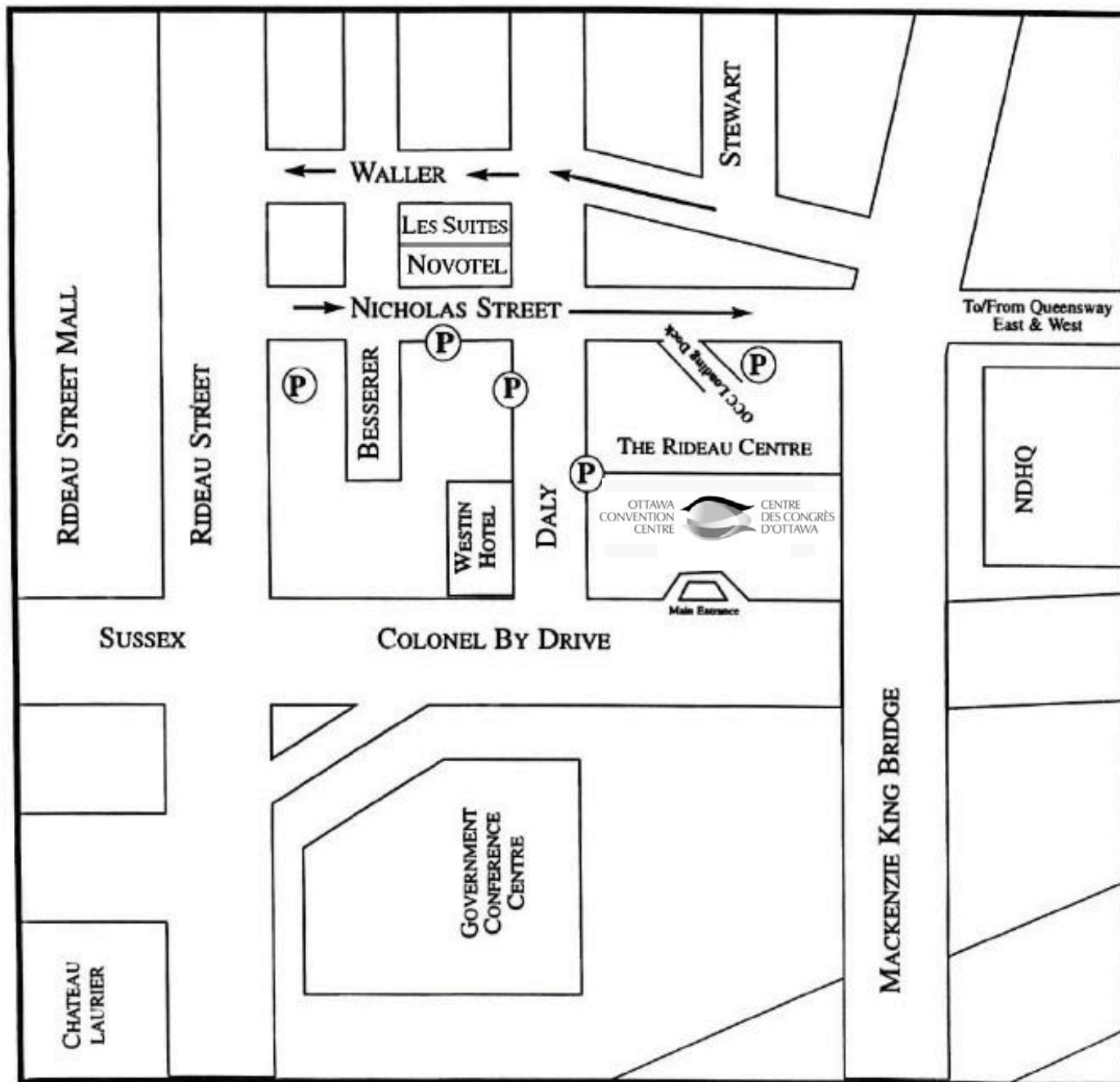
EXP. DATE _____ 3 DIGIT SECURITY CODE _____

CLIENT SIGNATURE _____

DATE _____

Save, print and fax the completed form to the Ottawa Convention Centre at 613-563-7646, or scan and e-mail to eventservices@ottawaconventioncentre.com.

LOADING DOCK ENTRANCE MAP



The Ottawa Convention Centre Loading Dock entrance is located just off Nicholas Street.