

FREEMAN

61 Browns Line
Toronto, Ontario, Canada M8W 3S2
416-252-2420 • Fax: 416 252-2365
E-mail: FreemanTorontoES@freemanco.com



**THE CONVENIENCE U
CARWACS SHOW**
MARCH 18-19, 2014
THE INTERNATIONAL CENTRE-
HALL 2
TORONTO, ONTARIO

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Upon request, each 10' x 10' booth will be provided with BLACK step-drape. (Please see Drape Order Form enclosed in your exhibitor manual.)

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in BLUE.

All exhibits must be fully carpeted or have appropriate floor covering.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **February 24, 2014.**

Take advantage of discount pricing by ordering online at www.freemanco.com/store by February 24, 2014.

PRESTIGE CARPET DEADLINE DATE

Please note that your order for Prestige carpet (see Carpet order form for selections) must be submitted before **March 3, 2014.** Any orders received after the deadline date will not be guaranteed.

Save money by ordering labour in advance. All display labour orders placed at show site will be charged an additional 30% above the advance rate.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Monday	March 17, 2014	12:00 PM - 8:00 PM	AS PER MOVE IN SCHEDULE TO FOLLOW
Tuesday	March 18, 2014	8:00 AM - 11:00 AM	HAND CARRY ITEMS ONLY*

**Please note: Hand carried only. No hand carts or dollies will be permitted on Tuesday morning.*

All exhibits must be fully installed by **11:00 AM on March 18, 2014.**

EXHIBIT HOURS

Tuesday	March 18, 2014	12:00 PM - 5:00 PM
Wednesday	March 19, 2014	12:00 PM - 5:00 PM

EXHIBITOR MOVE-OUT

Wednesday	March 19, 2014	5:00 PM - 11:00 PM
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All labour services performed between 4:00 pm and 6:00 pm (M-F), between 8:00 am and 4:00 pm (Sat-Sun) will have overtime charges applied. All labour services performed between 6:00 pm and 8:00 am (M-F) and between 4:00 pm and 8:00 am (Sat-Sun) will have double-time charges applied. Please refer to the enclosed Labour Order Form.

SERVICE CENTRE HOURS

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

Monday	March 17, 2014	12:00 PM - 8:00 PM
Tuesday	March 18, 2014	8:00 AM - 1:00 PM

MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by **11:00 PM on March 19, 2014.** To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **8:00 PM on March 19, 2014.**

FREEMAN ONLINE®

Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time using Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine® for **The Convenience U Carwacs Show** go to:

<http://www.freemanco.com/store/show/showInformation.jsp?showID=319060&nav=02>

Click on the "Login" link in the top right corner to proceed. Again, if this is your first time using Freeman OnLine, click on the "Login" link in the top right corner to create a new account.

If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 416-252-2420 or via email at FreemanTorontoES@freemanco.com.

LABOUR INFORMATION

Union Labour may be required for your exhibit installation and dismantle. Please carefully read the LABOUR JURISDICTIONS to determine your needs. Exhibitors supervising labour need to pick up and release their labour at the Service Desk. Refer to the order form under Display Labour for Straight Time, Overtime and Double-Time hours.

FREEMAN GENERAL INFORMATION

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. We would be more than happy to discuss this matter with you. 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.

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Toronto Exhibitor Services at 416-252-2420 or Freeman's Customer Support Centre at 888-508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by early deadline order date: **FEBRUARY 24, 2014.**

Should you have any questions or need assistance, please contact Freeman's Exhibitor Services department at 416-252-2420 or via email at FreemanTorontoES@freemanco.com.

WE APPRECIATE YOUR BUSINESS!

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DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 24, 2014

INCLUDE THIS FORM
WITH YOUR ORDER

FREEMAN method of payment

NAME OF SHOW: THE CONVENIENCE U CARWACS SHOW

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE X
(STREET) (P.O. BOX)

PHONE #: _____ EXT.: _____ FAX #: _____
(CITY) (STATE/ PROVINCE) (ZIP/POSTAL CODE)

SIGNATURE: _____ PRINT NAME: _____

E-MAIL FOR INVOICE: _____

CUSTOMER # _____ OR CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail; please provide email address of 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 & 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 CHEQUE

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

Please reference (job # 319060) on your remittance.

GST # R101889426 // HST 101 889 426 RT 0001

BANK TRANSFER

Bank Transfer to The Bank of Nova Scotia (Scotia Bank)

Bank # 002, 44 King West at Bay

Toronto, Ontario, Canada

Transit or Branch ID: 47696 Freeman ACCT # 800020348619

Foreign Exhibitors wiring funds from Overseas should use:

Swift Code NOSCCATT

Bank ABA #: 026002532

IBAN Number: Canadian Banks do not carry IBAN numbers

Please reference Name of Show & Booth Number on all

Bank Transfers so we properly credit your account.

Note: Customers are responsible for any bank processing fees of \$10.00 CDN.

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 _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

FURNISHINGS	CARPET	SHOW SPECIAL	EXHIBIT PACKAGES	EXHIBIT ACCESSORIES	TOTALFLEX	PLANTS & FLORAL
SIGNS & GRAPHICS	INSTALLATION LABOUR	DISMANTLE LABOUR	OTHER	GRAND TOTAL		

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

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/?319060>

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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 & 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/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

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

ALL FREEMAN SERVICES

I&D LABOUR/SUPERVISION

RENTAL FURNITURE/CARPET/SIGNS

OTHER _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY ADDRESS:

CITY/STATE/PROVINCE/ZIP/POSTAL CODE:

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/STATE/PROVINCE/ZIP/POSTAL CODE:

FREEMAN third party authorization

UNION REGULATIONS



To assist you in planning your participation in your Toronto show, we are certain you will appreciate knowing in advance that union labour may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

INTERNATIONAL LABOURERS, UNION - LOCAL 506

Currently we have an agreement with the Local 506 Labourers Union to provide labour for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from these locals. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by Local 506. Labour can be ordered in advance by returning the Display Labour order form, or on showsite, at the Freeman service desk.

TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a Freeman representative at the Freeman service desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

Standing on chairs, tables or rental equipment is prohibited. This equipment is not engineered to support your weight. Freeman cannot be responsible for injuries in assembling your booth, please order labour on the Display Labour form and the necessary ladders and/or tools will be provided.



installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

do i need to order labour?

As an exhibitor, you are required to follow local labour jurisdictions. Please refer to the enclosed "Labour Jurisdictions" information sheet for details.

installation and dismantling services available

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labour yourself, or if you need assistance, Freeman I&D experts will do it for you.

if you use Freeman staff

Exhibits are set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labour charge, with a minimum \$45 fee.

if you supervise yourself

Installation – Your labor supervisor must check in at the exhibitor service center to pick up labourers. Upon completion of work, your supervisor must return to the exhibitor service center to release the labourers. Start time is guaranteed only when labour is requested for the start of the working day.

Dismantling – When scheduling dismantling labour, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labour is requested for the start of the working day.

questions?

Call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at www.freemanco.com/store.

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 E-mail: FreemanTorontoES@freemanco.com



METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

NAME OF SHOW: THE CONVENIENCE U CARWACS SHOW

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

EMAIL ADDRESS: _____

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

DISPLAY LABOUR (One Hour Minimum per Worker)

		Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 4:00 P.M. Monday through Friday	\$ 94.00	\$ 122.25
Overtime-	4:00 P.M. to 6:00 P.M. Monday through Friday	\$ 141.00	\$ 183.50
	8:00 A.M. to 4:00 P.M. Saturday and Sunday		
Double Time-	All times not mentioned above as well as holidays	\$ 188.00	\$ 245.00

Show site prices will apply to all orders placed at show site.

- Start time guaranteed only at start of working day
- One hour minimum per person
- Supervisor must check in at Service Desk to pick up labour
- 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 the second page of this form.

- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labour bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labour

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/45.00)						= \$ _____
If you have questions or need assistance in completing your order, please call and ask for your Exhibitor Services Representative.						13% HST = \$ _____
Total Installation						= \$ _____

DISMANTLE LABOUR

Freeman Supervised Labour - Please complete the second page of this form.

- The Freeman Companies is not responsible for product or literature that is not properly packed and labelled by exhibitor
- The charge for this service is 30% of the total dismantle labour bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labour

Supervisor will be: _____ Phone Number: _____

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

FREEMAN installation & dismantle

NAME OF SHOW: THE CONVENIENCE U CARWACS SHOW

COMPANY NAME: BOOTH#:

CONTACT NAME: PHONE#:

EMAIL ADDRESS:

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 _____ Showsite _____ Date Shipped _____

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

Carpet: With Exhibit _____ Rented From Freeman _____ Colour _____ 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

Choose your service:

- Air Freight Next Day 2nd Day Deferred

List carrier name & phone number:

- Other Common Carrier: _____
- Other Air Freight: _____
- Van Line: _____

Carrier Phone Number: (_____) _____

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 Official Carrier.
- Delivery back to the Show's Advance Warehouse at Exhibitor's expense

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