

F R E E M A N ISSCR 12TH ANNUAL MEETING 2014
JUNE 18-21, 2014
61 Browns Line
Toronto, Ontario, Canada M8W 3S2
416 252-2420 • Fax: 416 252-2365
E-mail: FreemanTorontoES@freemanco.com
**VANCOUVER CONVENTION CENTRE WEST
VANCOUVER, BRITISH COLUMBIA
CANADA**

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high grey and white back drape, 3' high grey side dividers and a 7" x 44" booth identification sign.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; the aisles will be carpeted in Tuxedo (black / charcoal mix).

Note: As per Show Management, all exhibits must have floor covering.

DISCOUNT PRICE DEADLINE DATE

Take advantage of discount pricing by ordering online at www.freemanco.com/store by May 27, 2014

SPECIALTY FURNISHINGS AND "N" FURNISHINGS CUT-OFF DATE

Specialty Furnishings must be ordered prior to **June 12, 2014**. Furnishings Essentials (items preceded with the letter N) must be ordered prior to **June 5, 2014**. Any orders received after the deadline date will not be guaranteed.

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

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Tuesday	June 17, 2014	9:00 AM - 5:00 PM
Wednesday	June 18, 2014	8:00 AM - 12:00 PM

All exhibits must be fully installed by **12:00 PM on Wednesday, June 18, 2014**

EXHIBIT HOURS

Wednesday	June 18, 2014	3:30 PM - 8:30 PM
Thursday	June 19, 2014	11:00 AM - 8:00 PM
Friday	June 20, 2014	11:00 AM - 8:00 PM
Saturday	June 21, 2014	11:00 AM - 3:30 PM

EXHIBITOR MOVE-OUT

Saturday	June 21, 2014	3:30 PM - 7:00 PM
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PLEASE NOTE:

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 over-time charges applied. All labour services performed between 6:00 pm and 8:00 am (M-F) and between 4:00 pm and 8:00 am (Sat-Sun) will have double-time charges applied. Please refer to the enclosed Labour Order Form.

All material handling services performed after 4:00 pm (M-F) and all day Saturday and Sunday will have overtime charges applied. Please refer to the enclosed Material Handling Order Form.

SERVICE CENTRE HOURS

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

Tuesday	June 17, 2014	9:00 AM - 5:00 PM
Wednesday	June 18, 2014	8:00 AM - 6:00 PM
Thursday	June 19, 2014	10:00 AM - 6:00 PM
Friday	June 20, 2014	10:00 AM - 6:00 PM
Saturday	June 21, 2014	8:00 AM - 7:00 PM

DISMANTLE AND MOVE-OUT INFORMATION

Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. All exhibitor materials must be removed from the exhibit facility by **7:00 PM on Saturday, June 21, 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 **5:00 PM on Saturday, June 21, 2014.**

POST SHOW PAPERWORK AND LABELS

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

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

SHIPPING INFORMATION**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #
ISSCR 12TH ANNUAL MEETING 2014
C/O Freeman / YRC
3985 Still Creek Avenue
Burnaby, British Columbia, Canada V5C 4E2

Freeman will accept crated, boxed or skidded materials beginning **May 20, 2014** at the above address and must be accompanied with a Certified Weight Ticket. To avoid additional after deadline charges, materials must arrive by **June 10, 2014**. The warehouse will receive shipments Monday through Friday during the hours of 8:30 AM - 4:00 PM. To check on the arrival of freight, please call 416-252-2420.

Please note that the Office and Warehouse will be closed on May 19, 2014 in observance of Victoria Day. Shipments will not be accepted on this date.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
ISSCR 12TH ANNUAL MEETING 2014
C/O Freeman
Vancouver Convention Centre West
1055 Canada Place, Waterfront Road, Truck Route
Vancouver, British Columbia, Canada V6C 0C3

Freeman will receive shipments at the exhibit facility beginning **June 17, 2014** and must be accompanied with a Certified Weight Ticket. 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.

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 to use Freeman OnLine, click on the "Login" link to create a new account. To access Freeman OnLine® for **ISSCR 12TH ANNUAL MEETING 2014** without using the link, go to:

<http://www.freemanco.com/store/show/showInformation.jsp?showID=317350&nav=02>

Click on the "Login" link. If you need assistance with Freeman OnLine please call our Customer Support Centre at (1-888-508-5054)

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 **ISSCR 12TH ANNUAL MEETING 2014**. 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)

Vancouver 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:Fullfillment 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

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 and Overtime hours.

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 at FreemanTorontoES@freemanco.com.

WE APPRECIATE YOUR BUSINESS!

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/freemanportal/freeman/privacyCanada>

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.

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: **May 27, 2014**

AVOID DELAY

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

SAFETY TIPS

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

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use. Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you. Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

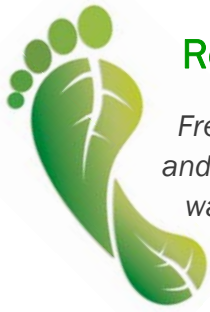
Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We do not accept Hazardous Materials. If you ship any hazardous materials, you could be in violation of federal laws and may be subject to fines & penalties.

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

EXHIBITOR ASSISTANCE

Call Freeman's Exhibitor Services department at 416-252-2420 or at FreemanTorontoES@freemanco.com with any questions or needs you may have.



Reducing Your Footprint

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content. Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation

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

Personnel and Best Practices

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

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



EXHIBIT RULES AND REGULATIONS

The rules and regulations contained herein are intended by ISSCR to serve the best interests of ISSCR Scientific Sessions, the exhibitors, and the attendees, and give notice to applicants and exhibitors of governing rules and regulations. All applicants, exhibitors and EACs are bound by these rules and regulations. The ISSCR shall have full authority to interpret or amend these rules, and its decision is final. Exhibitors agree to abide by any rules or regulations that may hereafter be adopted, which shall be as much a part as though originally incorporated. All issues not addressed herein are subject to the decision of the ISSCR. These rules and regulations have been formulated in the best interest of all exhibitors. The exhibitor understands and agrees that the information contained is an integral and binding part of the Exhibit Contract, and that signing the exhibit space application/contract indicates understanding and agreement to comply with all policies, rules, regulations, terms and conditions in the Exhibitor Prospectus, these Rules and Regulations, and any other ISSCR issued communication. These rules and regulations may be amended or changed at any time by ISSCR, and all amendments and changes will be binding on all parties.

Show Management

Amy Claver and Drew Rich
ISSCR Sponsorship and Exhibit Sales
5215 Old Orchard Rd, Suite 270
Skokie, IL 60077 USA
Phone: +1. 224.592.5701 Phone: +1. 224.592.5003
Fax: +1. 224.365.0004
E-mail: aclaver@isscr.org E-mail: drich@isscr.org
www.ISSCR.org

Show Management

The term "Show Management" used herein and in subsequent regulations shall mean the International Society for Stem Cell Research (ISSCR), its agents or employees acting for it, and the management of the exhibit hall.

Amendments

All exhibit matters and questions not covered in the Prospectus, service kit and/or the Exhibit Contract are subject to the decision of Show Management. These rules and regulations may be amended or changed at any time by the ISSCR, and all amendments and changes will be binding on all parties.

Event Scheduling

Planning a meeting for your organization in Vancouver? Receive approval from ISSCR for your event by completing and returning the **Private Event Approval Form**.

Exhibitor Appointed Contractor

Should you wish to utilize a firm who is not an official service contractor designated by the ISSCR, please complete and return the **Exhibitor Appointed Contractor Form** to the ISSCR by May 1.

Badges

Exhibiting companies are entitled to two (2) meeting registration badges per 10 x 10 booth space. Registrations include access to scientific sessions. ISSCR does not offer Exhibit Hall only registrations. Additional registrations may be purchased.

Additional Exhibitor Registration costs per person (over complimentary allotment):

Early - \$550 USD, cutoff 2/28/14

Advance - \$650 USD, cutoff 6/12/14

Regular - \$750 USD, cutoff 6/21/14

Booth Equipment and Services

This Exhibitor Service Kit includes forms from Freeman Decorating for exhibitors to order items for their booth such as: booth rental furniture, carpeting, additional draping, accessories or signs. All orders for special work or equipment should be placed well in advance (no less than six weeks before the show) to avoid delay and additional labor charges. Freeman Decorating is fully equipped to serve exhibitors.

Booth Layouts

Following are descriptions and rules for In-Line and Island Booths:

In-Line Booths

In-line booths are generally arranged in succession and exposed to an aisle on one side. Inline booths are sometimes referred to as "Linear Booths". The standard In-line booth size in the US is 10'x10' (3.05m x 3.05m). Without concern for the number of In-line Booths used (i.e. 10x20, 10x40), booth displays should be set up in such a way so as to not obstruct the sight lines of other booths. Signs may not be hung from the ceiling above an in-line booth. The maximum height of 8 feet is allowed in the rear ½ of the space, and a maximum height of 4 feet in the front ½ of the space to the aisle. Note: when three or more In-line booths are utilized in combination of a single space, the 4 foot height limitation only applies to that portion of the booth within 10' of an adjoining booth. In other words for any In-line booth space longer than 30', the 4 foot restriction is only applied to the 10' booth sections on the left and right extremes of the space. All video presentations must be confined to the back half of the booth. All in-line booths will be provided with an 8' high back wall drape and 3' high side drapes and one standard booth sign (7" x 44") with company name.

Island Booths

An Island booth is any size booth that is exposed to aisles on all sides. Island Booths are generally 20'x20' or larger. The entire cubic content of the space may be used up to the maximum height of 18'. Exhibitors that wish to build higher than 18' must send a detailed rendering to Show Management by May 1, 2014 for approval by Vancouver Convention Centre (the absolute maximum that could be approved is 26'). Overstatement in the design should be avoided, and attention-getting devices such as flashing signs or lights, balloons, etc. are prohibited. Exhibits must be constructed in compliance with the Americans with Disabilities Act of 1991. Mobile units may be displayed provided they are in compliance with the Vancouver Fire Department regulations.

Island Booth Display Rules

A detailed rendering that clearly shows height and distance from the perimeter of each element of the display, including furniture and equipment placement, as well as the site and nature of any audio presentation is required to be provided to Show Management no later than May 1, 2014. Island exhibits may extend to all outer edges of the booth space, but the design of the booth must allow accessibility from all four aisles and sufficient see-through areas so as not to block the view of the adjacent exhibits.

All building materials including those considered “see-through” or “sheer” such as glass or fabric would be considered as possible visibility blockers when ISSCR reviews island renderings. If an exhibitor fails to submit renderings by the deadline, and the exhibit does not conform to ISSCR’s rules and regulations, Show Management reserves the right to levy a fine up to \$1,500 USD, close the exhibit and/or bar exhibitor from future ISSCR Annual Meetings. Islands with a covered area of 225 square feet or greater must have a fire suppression system approved by the Vancouver Fire Department. No part of an island exhibit may be higher than 18’ measured from the exhibit hall floor, with the exception of support wires required for the stability of booth structures within the 18’ height restriction (for exhibitors wishing to build higher than 18’ see the note above under Island Booths). Islands that abut a column may have, at their expense, that column draped up to the height of 12’.

Peninsula booth spaces and bridging of aisles is not permitted.

Booth Lighting

Exhibitors should adhere to the following minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval no later than May 1, 2014.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibitors or show aisles.
- Potentially harmful lighting elements, such as ultraviolet lighting or lasers, must comply with facility rules and be approved in writing by Show Management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects are strictly prohibited. Lighting effect should be tasteful and not interfere with other exhibitors or otherwise detract from the general atmosphere of the event.

Booth Reduction or Cancellation

Reductions or cancellations of booth space must be made in writing and cannot be taken over the phone. If cancellation of exhibit booth occurs prior to February 28, 2014, the exhibitor will be liable for \$1,750 USD processing fee per 10’x10’. After February 28, 2014 no refunds will be made.

Cameras

Photographs or videotape during set up or dismantling is prohibited.

During show hours, photography and videotaping are permitted. An exhibitor who contracts with someone other than the Official Show Photographer must treat the photographer as he would any other Exhibitor Appointed Contractor, i.e., exhibitor must supply name and address of the supervisor in attendance and the names of personnel on site, as well as a certificate of insurance. A list of these photographers will be given to security, and they will be allowed only in the booth for which they were contracted.

Exhibitors may not deny a reasonable request from an attendee to photograph or videotape an exhibit from the aisle.

Exhibitors may not photograph or videotape another exhibitor’s display without permission from the exhibitor.

Construction, Installation and Use of Exhibits and Exhibit Facilities

All exhibits shall serve the interest of the members of ISSCR and shall be operated in a way that will not detract from other exhibits, the exhibition, or the Meeting as a whole. Show Management reserves the right to remove any exhibit that ISSCR believes to be detrimental to the purpose of the meeting. Exhibits shall be constructed and arranged so they do not obstruct the general view or obscure other exhibits.

Damage to Exhibit Facilities

The exhibitor must surrender occupied space in the same condition it was received. The exhibitor or his agent shall not injure or deface the walls, columns, or floors of the exhibit facilities, the booths or the equipment or furniture in the booth. When such damage appears, the exhibitor shall be liable to the owner of the property so damaged.

Electrical

Every exhibit facility has different electrical requirements and many require exhibitors to obtain all electrical connections (extension cords, power strips etc.) from them. In addition to reviewing the buildings requirements, it is suggested that these minimum guidelines be followed:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage".
- Cord wiring above floor level can be "SJ" which is rated for "hard usage".
- Using cords normally made for use in homes are not recommended and are often prohibited. Cube taps are also not recommended and frequently not permitted.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

Eligibility to Exhibit

The ISSCR reserves the right to determine the acceptability of applications for exhibit space. The products or services to be exhibited must be of professional or educational interest or benefit to the registrant and are, in the opinion of ISSCR, related to the fields of stem cell science and regenerative medicine.

Enforcement of Rules and Regulations

Show Management will, at its discretion, deduct all or part of the priority points used to assign space for violation of any of the show rules. If the violation is not corrected within 24 hours after the offending company is notified of the violation, then Show Management may also, at its discretion, levy a fine equal to \$500 USD for each priority point deducted. If a company repeats a violation, Show Management may deduct points and levy monetary penalties without giving time for the violation to be corrected.

Equipment or Product Presentations off the Exhibit Floor

Equipment or product presentations to ISSCR attendees or guests by exhibitors other than on the exhibit floor are expressly prohibited.

Exhibit Admittance

Show Management reserves the right to refuse admittance to or to eject from the exhibit floor any objectionable or undesirable person.

Food and Beverage for Hospitality

Distribution of food and beverage from your booth is permitted. Popcorn is NOT permitted. All food and/or beverage distributed from your booth must be ordered through the Vancouver Convention Centre. For approval on outside food and beverage orders and/or to place an order through the

Vancouver Convention Centre please contact Sandy Eaton, Catering Assistant at seaton@vancouverconventioncentre.com or by phone at +1 604 647 7225 to assist you with your catering needs. You will be responsible for payment.

Fire and Safety Regulations

Vancouver regulations will be strictly enforced, and exhibitors assume all responsibility for compliance with such regulations. All decorations must be fireproofed and electrical wiring must meet the safety requirements of the Vancouver Fire Department. No combustible material shall be stored in or around exhibit booths.

Forced Set-up

If set-up of any exhibit has not started by 10:00 a.m. on June 18, 2014, ISSCR may order the exhibit to be set-up and the exhibitor billed for all charges incurred. ISSCR will not be responsible for any damages incurred.

General Requirements

All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their products in the most effective manner to the attendees.

Giveaways

Exhibitors may distribute small, tasteful token gifts such as pens, pencils, note pads, pocket calculators, luggage tags, mugs, water bottles and snacks from their booth. Any debris resulting from giveaways or packaging will be cleared by Freeman Decorating at the exhibitor's expense.

The following items are NOT approved: pen or pocket knives, pocket tools, manicure kits, badge holders/lanyards, and cameras. Distributing bags is permitted provided the bags have no graphics or writing on them.

Giveaways must meet AMA ethics guidelines and have minimal monetary value. Show Management approval is required and written request must be received by May 1, 2014.

Gratuities

Freeman requests that exhibitors do not tip Freeman employees. Any request for tipping should be brought to the attention of the Freeman representative at the Service Desk.

Hanging Signs

Hanging signs will be permitted. However, **hanging signs of any type are not permitted for In-line booths.** Hanging signs are permitted to a maximum height of 26' (to the top of the sign) and should be set back at least 10' from adjacent booths. Exhibitors who wish to use a hanging sign must submit a written request, and any applicable line drawings or renderings, to show management by May 1, 2014. (The building will have to approve locations based on HVAC vents.) All hanging signs must be installed by the official contractor of the Vancouver Convention Centre, Riggitt Services. Exhibitors are responsible for all related charges including production, shipping, and rigging.

Installation and Dismantling of Exhibits/Union Jurisdiction

Freeman has an agreement with the Local Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time

employees can provide must be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working in your booth.

Insurance

It is the sole responsibility of the exhibitor for any damages, claims, losses, liabilities or expenses arising from any injury to any person or property that arises out of or is in any manner connected with the exhibitor's participation in ISSCR's Annual Meeting, including its indemnity obligations. Exhibitor shall at its own cost and expense provide General Liability Insurance in an amount not less than \$1,000,000 USD to cover such obligations, including show cancellation insurance. This insurance should recognize ISSCR as an additional insured. The exhibitor agrees to protect, indemnify, defend and hold harmless the ISSCR from and against any and all liabilities, losses, damages, suits, claims, demands, costs and expenses, including but not limited to reasonable attorney's fees in connection there-with, which may arise or result in any way from the wrongful acts or negligent acts of exhibitor, its agents, contractors and employees. In no event shall the ISSCR be liable to exhibitor for any loss of business, business opportunities, or for any other type of direct or consequential damages alleged to be due under any claim. It is agreed and understood by exhibitor that the sole liability of the ISSCR for any claims of exhibitor shall be a refund of the amounts paid by exhibitor under this agreement as an exclusive remedy. For purposes of this paragraph, the parties indemnified and insured shall include the ISSCR, its officers, directors, members, agents and employees.

Irregular Activities

No person, firm or organization not having contracted with Show Management for space in the exhibit hall will be permitted to display or demonstrate any products, processes, or services, solicit orders or distribute advertising materials at the exhibition. Any infringement of this regulation will result in the prompt removal of the offending person from the exhibit hall.

Labor

Skilled labor is available through Freeman Decorating to assist in exhibit installation and dismantling. To ensure the orderly and prompt move in and move out of the show, ISSCR conforms to the rules and regulations of the International Association of Exposition Managers and the Exposition Service Contractors' including:

1. Exhibitors who seek permission to use their own contractors ("Exhibitor Appointed Contractors") must notify Show Management in writing no later than May 1, 2014. This rule will be strictly enforced. Exhibitor Appointed Contractors include photographers, security, etc.
2. Upon approval by Show Management, Exhibitor Appointed Contractors must supply the name of the supervisor(s) on-site and the appropriate insurance certificates.
3. Exhibitor Appointed Contractors must abide by the rules and regulations in this exhibitor kit and in the Exhibit Application.

Logo

The ISSCR logo is the property of the ISSCR and may not be used without the permission of Show Management.

Material Handling

See complete instructions in this exhibitor service manual.

No-Show Policy

An exhibiting company will be considered a no-show if its booth space is unoccupied by 10:00 am on June 18, 2014. The exhibitor shall be deemed to have cancelled their Exhibit Space Application/Contract for the 2014 Annual Meeting and will forfeit their space. The exhibit space may be assigned to another exhibitor or used by Show Management. The ISSCR will not provide a refund to the original exhibitor.

Presenters and Models

Professional presenters or models may conduct product and service demonstrations. However, demonstrations are to be straightforward, professional and non-combative in nature, and must avoid the use of sideshow and theatrical gimmicks. Activity and attire of models and demonstrators shall be consistent with the professional atmosphere of ISSCR's 12th Annual Meeting.

Press and Press Kits

All press conferences and media events related to an exhibitor's participation at the ISSCR Annual Meeting must be coordinated with the ISSCR Press Office staff. Press conferences by exhibitors on the exhibit floor are prohibited. No press conferences may be scheduled at hotels or other locations away from the Annual Meeting site.

ISSCR's communications staff will include a media guide in their press kits. Exhibitors are welcome to be included in this media guide.

To participate, please email your media submissions to media@isscr.org no later than **Friday, May 16**. Submission criteria is listed below. We encourage you to include a company overview, information on new products and services, and external web addresses where interested members of the media can learn more. Exhibitor submissions will be compiled alphabetically, indexed and provided to media as part of their electronic press kits.

Submission criteria:

- Timely information regarding your products and services
- Microsoft Word
- 1-page overview
- 1-inch margins all around
- 11-point Arial font
- No headers or footers
- Logos, graphics and photos are permitted
- External web addresses are permitted, but will not be linked
- Contact information
- All files should be entitled YourCompanyName_Media_Submission

Should any members of the media request interviews with your company onsite, ISSCR communications staff will contact you to coordinate the details and provide meeting space. Please feel free to contact media@isscr.org with any questions.

Product Demonstrations

Demonstrations are permitted if they are presented in an objective, tasteful manner and approval has been received in advance from ISSCR. Sound must be at a level that does not disturb neighboring exhibits (80 decibels), and presentations must be done in such a manner as not to encourage attendees congregating in the aisles. Exhibitors using audio systems should direct the sound into their booth and

not towards the aisle or neighboring exhibits. The exhibitor will be required to stop using a system if, in ISSCR's opinion, the sound level or presentation is objectionable to the attendees or adjacent exhibitors.

Show Management

Approval is required for all product demonstrations and written request for approval must be received by May 1, 2014. Island booths are required to submit blueprints of their exhibit clearly marking the position and nature of the presentation area. Ample room must be provided within the booth to accommodate your audience. For further information, please email exhibits@isscr.org.

Restriction on Selling

All over-the-counter sales or sales of any kind that involve the exchange of currency for goods received during the exhibition are prohibited with the exception of book publishers. Book publishers must notify ISSCR in writing of their intent to sell on the floor.

Restrictions on Use of Space

No exhibitor shall sublet, assign or share any part of their allocated space. Solicitations or demonstrations by exhibitors must be confined within the bounds of their booth.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman and/or ISSCR cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required to assemble your booth, labor may be ordered by the "Display Labor" order form or at the Exhibitor Service Desk, and the necessary ladders and tools will be provided.

Show Cancellation Policy

It is mutually agreed that in the event that the 2013 ISSCR Annual Meeting is cancelled in whole or in part, or its scheduled opening is cancelled or delayed, due to fire, explosion, strike, freight embargo, act of God, act of public enemy, act of war, war, act of terrorism, civil disturbance, act of any government, de jure or de facto, or other government declaration or regulation, epidemic or other event over which the ISSCR has no control, then the exhibitor contract may be immediately amended by the ISSCR, and exhibitor hereby waives any and all claims against the ISSCR for damages, reimbursement, refund, or compensation. At the sole discretion of ISSCR exhibitor refunds will be determined after deduction of any amounts necessary to cover the expense incurred by the ISSCR in connection with the show. The ISSCR shall not be financially liable in the event the show is interrupted, cancelled, moved or rescheduled except as provided herein.

Storage

There is no crate or product storage permitted within the convention facility. No storage is permitted in aisles or behind in-line booths.

**ISSCR EXHIBITOR APPOINTED CONTRACTOR (EAC)
AUTHORIZATION FORM**

**RETURN TO ISSCR BY MAY 1, 2014
WITH PROPER CERTIFICATES OF INSURANCE**

Should you wish to utilize a firm who is not an official service contractor designated by the ISSCR, please complete and return this form to the ISSCR by May 1. In no event may the Exhibitor use any service supplier on the exhibit floor other than the official contractors for electrical, utilities, telephone, catering, cleaning, material handling, and rigging.

Exhibiting Company: _____ **Booth No:** _____

Submitter (Name): _____

Phone: _____ **Email:** _____

Contact at Show: _____

Should you utilize an Exhibitor Appointed Contractor for any service, you agree to indemnify and hold harmless the ISSCR and the exhibit facility from any act or situation which would cause the ISSCR and/or the exhibit facility to become liable or suffer losses, damages, injuries, claims, demands, and expenses including legal expenses, due to the presence or action of the Exhibitor-Appointed Contractor(s).

Signature: _____ **Date:** _____

Exhibitor Appointed Contractor: _____

Contractor Contact Name: _____

Address: _____

Phone: _____

Type of work to be performed: _____

The Exhibitor Appointed Contractor's certificate of insurance must be sent to the ISSCR by May 1, 2014. The certificate must name the ISSCR as ADDITIONAL INSURED. *It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations for this event.*

Return this form to exhibits@isscr.org by May 1, 2014.

ISSCR Support and Exhibits
Phone: +1-224-592-5701
Fax: +1-224-365-0004
exhibits@isscr.org



Private Event Approval Form and Request for Meeting Space

If your company is planning a meeting, private function or event, please complete this form and return it for approval, *no later than Wednesday, May 14, 2014*. Please allow 7-10 business days for notification by ISSCR.

Any meeting, hospitality, social function or social event must be pre-approved by the ISSCR in writing. These functions are permitted during program-free hours only and must not conflict with ISSCR educational sessions, special programs and social events, including receptions provided by ISSCR.

Failure to comply may result in denial of participation in all future ISSCR events.

ISSCR will not grant approval or release meeting space for events that conflict with ISSCR programming. Events should not be planned during the following times at the ISSCR 12th Annual Meeting in Vancouver:

Wednesday, June 18 from 1:00 - 8:30 p.m.

Thursday, June 19 from 9:00 - 11:15 a.m. • from 1:15 - 8:00 p.m.

Friday, June 20 from 9:00 - 11:20 a.m. • from 1:15 - 8:00 p.m.

Saturday, June 21 from 9:00 - 11:20 a.m. • from 1:00 - 7:00 p.m.

If applicable, please include a copy of your event invitation with this completed request form.

We appreciate your compliance and wish you success with your event.

Company Name: _____

Contact: _____ Phone No.: _____

E-Mail Address: _____ Booth Number(s): _____

Date and Times of Private Event: _____

Location/Venue: _____

Number of People: _____

****If your group requires meeting space at one of our contracted hotels, please complete the attached Meeting Space Specifications form.**

RETURN TO:
Exhibits & Support at ISSCR
5215 Old Orchard Rd., Suite 270
Skokie, IL 60077
Fax: +1-224-365-0004
exhibits@isscr.org

OFFICE USE ONLY

Approved by: _____

Date: _____



Meeting Space Specifications

To request meeting space at the ISSCR 12th Annual Meeting, complete this form and return to:
ISSCR, 5215 Old Orchard Road, Suite 270, Skokie, IL 60077 USA
exhibits@isscr.org -- Fax: +1-224-365-0004

Date and Time: First Choice: _____
(include start and end time)

Second Choice: _____

Third Choice: _____

Meeting Name: _____

Meeting Description: _____

How many people? _____

Special directions or additional information:

Guidelines for Meeting Arrangements

Meeting Arrangements

- Requests for meeting space must not conflict with ISSCR Annual Meeting events, educational or social. Requests conflicting with the ISSCR 12th Annual Meeting Schedule will be denied.

ISSCR 12th Annual Meeting Schedule

Wednesday, June 18 from 1:00 - 8:30 p.m.

Thursday, June 19 from 9:00 - 11:15 a.m. • from 1:15 - 8:00 p.m.

Friday, June 20 from 9:00 - 11:20 a.m. • from 1:15 - 8:00 p.m.

Saturday, June 21 from 9:00 - 11:20 a.m. • from 1:00 - 7:00 p.m.

- If your meeting requires catering and/or audio-visual equipment, ISSCR staff will put you in direct contact with ISSCR vendors on arrangements and billing.

Thank you.

F R E E M A N

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

DISCOUNT PRICE
DEADLINE DATE
MAY 27, 2014

INCLUDE THIS FORM
WITH YOUR ORDER

NAME OF SHOW:		ISSCR 12TH ANNUAL MEETING 2014	
COMPANY NAME:		BOOTH#:	
ADDRESS:		BOOTH SIZE	X
(STREET)	(P.O. BOX)		
(CITY)	(STATE/ PROVINCE)	(ZIP/POSTAL CODE)	
PHONE #:	EXT.:	FAX #:	
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 #317350) on your remittance.

☐ CREDIT CARD

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

☐ BANK TRANSFER

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.

AMERICAN EXPRESS MASTERCARD VISA

Account No.: Exp. Date

Cardholder Name (Print): Signature:

Cardholder Billing Address:

City/State/Zip:

ENTER TOTALS HERE

FURNISHINGS	CARPET	EXHIBIT PACKAGES	RENTAL EXHIBITS	EXHIBIT ACCESSORIES	TOTALFLEX	SIGNS & GRAPHICS	
INSTALLATION LABOUR	DISMANTLE LABOUR	TRANSPORTATION & CUSTOMS	MATERIAL HANDLING	IN-BOOTH FORKLIFT INSTALL	IN-BOOTH FORKLIFT DISMANTLE	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.

FREEMAN method of payment

F R E E M A N

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

ISSCR 12TH ANNUAL MEETING 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 & 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 | ☐ TRANSPORTATION/CUSTOMS |
| ☐ I&D LABOUR/SUPERVISION | ☐ MATERIAL HANDLING |
| ☐ RENTAL FURNITURE/CARPET/SIGNS | ☐ IN-BOOTH FORKLIFT |
| ☐ 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

PAYMENT AND LABOUR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOUR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

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

INDEMNIFICATION:

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

IMPORTANT

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

MATERIAL HANDLING

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

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, pad wrapped 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. . Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

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

- Error in the above procedures;
- Removal of containers with old empty labels and without Freeman labels; or
- Improper information on empty labels.

FREEMAN IS NOT LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

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

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Freeman assumes no responsibility for loss, damage, theft or disappearance of Exhibitor's materials 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, 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 Exhibitor's 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 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 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 JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof. The parties hereby confirm their express wish that this contract and all documents relating thereto be drawn up in English only, but without prejudice to any such documents or instruments which may from time to time be drawn up in French only, or in both French and English. *Les parties aux présentes confirment leur volonté que le présent contrat de même que tous autres documents s'y rapportant soient rédigés en anglais seulement, mais sans préjudice cependant à tous tels document 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 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; and/or 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.

15. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials (including without limitation all equipment) that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

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 per - form such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or Provincial Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

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

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

TERMS & CONDITIONS

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage is subject to the special services and charges offered in the Freeman tariff. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper 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

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

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

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

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

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

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.



EXHIBIT transportation transport d'exposition

Making your show experience a success hinges not only on what you bring to the show, but also what you take away. No one knows that better than Freeman. We've had more than 75 years of experience in the business, and we're here to help you with all your exhibit transportation needs. From initial inbound transportation and move-in to move-out and outbound transportation, we've got the specialists to assist you with all your show requirements. Take a look at the services we can offer you and you'll see why we're the best in the business.

Don't forget about inbound shipping! Complete and send the attached order form to order your inbound and outbound shipping.

Le succès de votre expérience d'exposition dépend non seulement de ce que vous apportez à l'exposition, mais également de ce que vous en retirez. Personne ne le sait mieux que Freeman. Forts de plus de 75 années d'expérience dans le secteur, nous entendons vous offrir le soutien nécessaire à l'égard de tous vos besoins en matière de transport d'exposition. Du transport initial, à l'installation et au démantèlement, jusqu'à la sortie, nos spécialistes sont capables de vous aider pour tous vos besoins d'exposition. Jetez un coup d'oeil à tous nos services ; vous verrez pourquoi nous sommes le chef de file de l'industrie.

N'oubliez pas le transport à l'entrée ! Remplissez et envoyez le formulaire ci-joint pour commander le transport à l'entrée et à la sortie.

Call our transportation experts at 877-478-1113.
Appelez nos experts de transport d'exposition au 877-478-1113.

EXHIBIT TRANSPORTATION services

services de TRANSPORT D'EXPOSITION

As the official service contractor, we can make it easier for you to transport your exhibit to the show and on to its next destination. Our on-site experts are there every step of the way – preshow, move-in, on the actual show days as well as during move-out. Also, if you need anything after the show, your Freeman contact will be there to assist you. Some of our available services also include:

- A special toll-free number where Freeman experts give you the fast, friendly service that has become our trademark, track shipments, arrange for pickup and more.
- One convenient invoice with all your show services prequoted, so you never get hit with hidden costs. Freeman also offers competitive prices for exhibit transportation with value-added customer service.
- Preprinted shipping labels and material handling agreements. There is no need to handwrite all your labels when we can print them for you automatically.

Don't forget about inbound shipping! Complete and send the attached order form to order your inbound and outbound shipping.

questions?

Call our exhibit transportation experts at 877-478-1113.

En tant que fournisseur de service officiel, nous pouvons faciliter le transport de votre matériel d'exposition au salon, et jusqu'à sa prochaine destination. Il y a des experts sur place à chaque étape : avant la tenue de l'événement, à l'installation, pendant l'exposition et au démontage. En plus, si vous avez des besoins additionnels une fois l'événement terminé, votre personne-ressource de Freeman sera disponible pour vous aider. Les services que nous offrons comprennent :

- Un numéro spécial sans frais où les experts de Freeman vous offrent un service rapide et amical, qui est devenu notre marque de commerce, pour localiser des envois, planifier des cueillettes et plus encore.
- Une seule facture pratique incluant un estimé de vos services d'exposition pour que vous ne soyez jamais surpris par des frais cachés. En plus, Freeman offre des tarifs compétitifs de transport d'exposition avec un service à la clientèle à valeur ajoutée.
- Des étiquettes pré-imprimées pour vos envois et ententes sur la manutention de matériel. Pourquoi écrire vos étiquettes à la main quand nous pouvons les imprimer automatiquement pour vous?

N'oubliez pas le transport à l'entrée ! Remplissez et envoyez le formulaire ci-joint pour commander le transport à l'entrée et à la sortie.

questions ?

Appelez nos experts de transport d'exposition à 877-478-1113.

F R E E M A N



CANADA customs douanes CANADIENNES

Exhibiting internationally may seem daunting, but the details don't have to get in your way. Freeman will manage customs clearance for all of your shipping needs, ensuring that your booth and your products make it safely to your event. On time, and in one piece.

As the official service contractor, we handle every logistical issue from start to finish...before the show, on-site and while everything travels on to its next destination. Whichever carrier you choose, Freeman knows how to help you clear your goods with customs officials, making your entrance and exit smooth and stress-free.

We think of you as our first-class customer, getting you across the border – and back – with experience and expertise.

Bien qu'exposer à l'échelle internationale puisse sembler poser un défi de taille, les détails pour y arriver n'ont pas à se mettre en travers de votre route. Freeman se chargera du dédouanement pour tous vos besoins en matière d'expédition, et garantit l'arrivée à bon port de votre kiosque et de vos produits pour l'événement prévu. En toute sécurité, à temps, et en un seul morceau.

À titre de fournisseur officiel de service, nous assumons la responsabilité de chaque aspect logistique, du départ jusqu'à l'arrivée... Avant l'exposition, sur place et au cours du transport de votre matériel vers sa prochaine destination. Quel que soit le transporteur que vous choisissiez, Freeman sait comment vous aider à dédouaner vos marchandises auprès des fonctionnaires des douanes. L'entrée, tout comme la sortie, peuvent donc se dérouler tout en douceur et sans stress.

Nous vous considérons comme un client de première classe, et c'est pourquoi nous mettons notre expérience et notre expertise à votre service pour vous vous faire franchir la frontière, à l'entrée et à la sortie.

Call our transportation experts at 877-478-1113.
Appelez nos experts du transport au 877-478-1113.

CANADA customs douanes CANADIENNES

Our secret to painless international transport is advance planning. Here are a few ways that we can help you be where you want to be, with exactly what you need when you get there.

- Organization of required customs documents.
 - Assistance in the completion of required customs documents.
 - Preparation of one invoice, detailing all of your show services on one convenient form.
 - Around-the-clock availability, via a special toll-free phone number that will connect you with your customs specialist.
 - Competitive pricing.
-

Notre secret pour un transport international sans tracas consiste en une planification avancée. Voici quelques moyens mis à votre disposition afin de vous aider à vous rendre là où vous le voulez, et à disposer exactement de ce dont vous aurez besoin à votre arrivée.

- Organisation des documents de douanes requis.
- Service de soutien pour remplir les documents de douanes requis.
- Préparation d'une facture précisant tous les services retenus en vue de votre exposition, offerte en un format pratique.
- Service offert 24 heures sur 24 par l'entremise d'une ligne spéciale sans frais, qui vous mettra en contact avec votre spécialiste des douanes.
- Tarifs concurrentiels.

F R E E M A N



IT IS OUR PLEASURE TO ANNOUNCE

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

**ISSCR 12TH ANNUAL MEETING 2014
JUNE 18-21, 2014**

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

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

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

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

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

Name: _____

Email: _____

Fax: _____ Tel: _____

Company Name: _____

City: _____ State: _____ Zip Code: _____

Booth#: _____

F R E E M A N

1-877-478-1113

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

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

NAME OF SHOW: **ISSCR 12TH ANNUAL MEETING 2014**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____ FAX #: _____

PICK UP AND/OR CUSTOMS INFORMATION

Requested Pick Up Date: _____ Contact Person: _____

Company Name: _____ Tax ID #: _____

Pick Up Address: _____

City: _____ Prov/State: _____ Postal/Zip Code: _____

E-mail address: _____ Phone #: _____

PLEASE NOTE WHEN ORDERING

- All charges will be included on your show services invoice.
- By selecting below, you are authorizing Freeman to effect customs clearance and/or pick-up and delivery of your shipment.

ORDERING SERVICE

- Schedule pick-up by calling TOLL FREE: **1-877-478-1113**
For US / Canadian Exhibitors or at 905-951-5475 (5476) for
International / Overseas Exhibitors (Country Code 1)
- Fax this Order Form with the Canada Customs Invoice (if applicable)
to **416-252-2365**

Section 1: PLEASE SELECT

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

Section 2: DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**
ISSCR 12TH ANNUAL MEETING 2014
Company Name, Booth # _____
C/O Freeman / YRC
3985 Still Creek Avenue
Burnaby, British Columbia, Canada V5C 4E2

SHIPMENTS ACCEPTED BEGINNING MAY 20, 2014

TO AVOID DEADLINE CHARGES DELIVER BY JUNE 10, 2014

- ☐ I will be shipping to **SHOW SITE**
ISSCR 12TH ANNUAL MEETING 2014
Company Name, Booth # _____
C/O Freeman
Vancouver Convention Centre West
1055 Canada Place, Waterfront Road, Truck Route
Vancouver, British Columbia, Canada V6C 0C3

DO NOT DELIVER BEFORE

Section 3: OUTBOUND SHIPPING

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

Number of Labels: _____

Section 4: TYPE OF SERVICE - Choose One

AIR

- ☐ 1 Day: Delivery next business day* (before 5:00 p.m.)

*Some restrictions may apply.

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

- ☐ Deferred: Delivery within 3 - 4 business days

- ☐ Declared Value \$ _____

(Additional charges will apply for declared value)

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

GROUND

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

Section 5: SHIPPING AND/OR CUSTOMS INFORMATION

Items to be shipped

Number of Pieces _____ Weight (lbs) _____

____ Crates (wooden)
____ Cartons (cardboard)
____ Cases/Trunks (fiber) (colour _____)
____ Skids/Pallets
____ Carpet (colour _____)
____ Other (_____)
____ Total

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

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

Section 6: METHOD OF PAYMENT FORM

No shipments will be picked up or delivered without payment.

Please fill-out your credit card information on the METHOD OF PAYMENT FORM, located in this Exhibitor Service Manual and return a signed copy by Fax to Freeman at 416-252-2365.

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

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

JOB #: 317350

FREEMAN exhibit transportation & customs



1. Vendor (Name and Address) / Vendeur (Nom et Adresse) ACME Company 1234 Coyote Lane Desert City, Sahara, USA 54321 Attn: Wily Coyote @ 416-555-1212		2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada January 1, 2001 > "Shipping Date"	
4. Consignee (Name and Address) / Destinataire (Nom et Adresse) ACME Company c/o Freeman / YRC 3985 Still Creek Avenue Burnaby, British Columbia, Canada V5C 4E2 Show: Vegetables Fair Booth#: _____		3. Other References (Include Purchaser's Order No.) Autres références (include le no de commande de l'acheteur) "Your IRS or Fed Tax ID"	
5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)		6. Country of Transshipment / Pays de transbordement	
7. Country of Origin of Goods Pays d'origine des marchandises USA		If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? Yes ☒ OUI NO ☐ NON		9. Condition of Sales and Terms of Payment (i.e.: Sale, Consignment Shipment, Lease of Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)	
8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada Via Ground, Desert City, Sahara		10. Currency of Settlement / Devises du paiement USD	
11. No. of Pkgs. Nbre. De colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics, i.e.: Grade Quality Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques, p. ex. Classe, qualité)	13. Quantity (State Unit) Quantité (Préciser l'unité)	14. Unit Price Prix Unitaire
1	Case - Display Booth (knockdown) with Graphics.	1	\$6,000.00
1	Box of Company Brochures "Title: Vegetable & Things"	1	\$120.00
1	Box of give-away Pens	150	\$0.25
Canadian Customs Clearance by: Freeman 1-877-478-1113		15. Total	
XI.1 Total Number of Pieces / Nombre total de pièces 3		16. Total Weight / Poids total	
18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case Commercial Invoice No. / No. De la facture commerciale _____		17. Invoice Total Total de la facture \$6,157.50	
19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (Name and Address) Expéditeur d'origine (Nom et adresse) Same as Consignee	
21. Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case ☒	
23. If included in field 17 indicate amount Si compris dans le total à la zone 17, préciser (i) Transportation charges, expenses and insurance From the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du lieu d'expédition directe vers le Canada \$ _____ (ii) Costs for construction, erection, and assembly incurred after importation into Canada Les coûts de construction, de montage et d'assemblage après importation au Canada \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____		24. If not included in field 17 indicate amount Si non compris dans le total à la zone 17, préciser (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au lieu d'expédition directe vers le Canada \$ _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____	
25. Check (if applicable) Cocher (s'il y a lieu) (i) royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ultérieurs ont été ou seront versés par l'acheteur ☐ (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 ☐			



CANADA CUSTOMS INVOICE

North American Logistics Inc

Page _____ of _____

1. Vendor (Name and Address) / Vendeur (Nom et Adresse)		2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada	
4. Consignee (Name and Address) / Destinataire (Nom et Adresse) Show: Booth#:		3. Other References (Include Purchaser's Order No.) Autres references (include le no de commande de l'acheteur)	
		5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)	
		6. Country of Transshipment / Pays de transbordement	
7. Country of Origin of Goods Pays d'origine des marchandises		If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? Yes ☐ OUI NO ☐ NON		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.)	
8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada Via		10. Currency of Settlement / Devises du paiement	

11. No. of Pkgs. Nbre. De colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics, i.e. Grade Quality Designation des articles (Nature des colis, marques et numeros, description generale et caracteristiques, p. ex. Classe, qualite)	13. Quantity (State Unit) Quantite (Preciser l'unité)	14. Unit Price Prix Unitaire	15. Total
CANADIAN CUSTOMS CLEARANCE BY: Freeman Customs Services 877-478-1113				

XI.1 Total Number of Pieces / Nombre total de pieces			
18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 a 17 figurent sur la facture commerciale cocher cette case Commercial Invoice No. / No. De la facture commerciale _____ ☐		16. Total Weight / Poids total Net _____ Gross / Brut _____	
19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (Name and Address) Expéditeur d'origine (Nom et adresse) Same as Consignee	
21. Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 a 25 sont sans objet, cocher cette case XX	

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

Agence des services
frontaliers du Canada

Canada Border Services Agency
International Events and Convention Services Program
Convention Services Program
1st Floor, 333 Dunsmuir Street
Vancouver, B.C.
V6B 5R4

September 3rd, 2013

File #PAC_2014_05357

International Society for Stem Cell Research
5215 Old Orchard Rd, Suite 270
Skokie, IL 60077
USA

Dear Amy Claver:

In response to your correspondence dated August 22nd, 2013, the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

ISSCR 12th Annual Meeting
June 18th – 21st, 2014
Vancouver Convention and Exhibition Centre
Vancouver, BC

Your request for Border-to-Show privileges has been granted. The CBSA will advise its ports of entry to allow your goods to move directly to the show site (once they have been reported to CBSA at the first port of entry) where officials will perform the necessary clearance procedures.

According to your letter, your event is closed to the general public and will feature up to 140 non-resident exhibitors who will be importing convention materials display purposes only. It is noted that there will be no sales of merchandise at this event.

Non-Canadian exhibitors may import display items and exhibit booths temporarily under the provisions of tariff item **9993.00.00.00** so long as **the goods will be exported** at the end of the event.

Additionally, your event qualifies as a foreign event under classification **9830.00.00.00** and any imported conference materials (i.e., official paraphernalia, souvenirs, printed matter, pens, decorations, etc.) can enter Canada free of duty and taxes providing the items are exported at the end of the event. To enjoy this tax-free status on imported goods it is important that the event is not open to the general public.

Any foreign exhibitors importing goods into Canada should check with U.S. Customs prior to shipping your convention goods, as the requirement is any goods over \$2000. U.S. must be reported to U.S. Customs. They can document your goods on the form 4455 so they can identify the goods on your return to the U.S.

Nationals of other countries may engage in exhibiting, selling or displaying goods without a work permit from Citizenship & Immigration providing they are not selling to the general public. Direct sales to the public at large require a work permit. Exhibitors engaged in direct sales to the public, where goods are delivered at the time of sale, are considered to be entering the labor market and a work permit is required. Additional information on work permits is available on the CIC Web site at <http://www.cic.gc.ca/english/work/index.asp>.

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

If you will have attendees from visa requiring countries <http://www.cic.gc.ca/english/visit/apply-who.asp>, contact the Special Events Unit of Citizenship and Immigration Canada at special.events@cic.gc.ca with the specifics of your event. They will assess the visa requirements for your event.

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

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

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

Sincerely,

Doug Nowak

Regional Coordinator, International Events and Convention Services Program (IECSP)
Canada Border Services Agency
Tel: 604-666-1294 Cell: 604-834-6404 Fax: 604-666-4470
Email: Doug.Nowak@cbsa.gc.ca
Government of Canada

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

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

WHAT ARE FREIGHT SERVICES?

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

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

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

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

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

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

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

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

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

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to Freeman's carrier choice or delivered back to the warehouse at exhibitor's expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

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

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

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

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

F R E E M A N

F R E E M A N

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

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **ISSCR 12TH ANNUAL MEETING 2014**

COMPANY NAME: BOOTH#:

CONTACT NAME: PHONE#:

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 the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad wrapped material, multiple shipments, carpet and/or pad only shipments, and shipments that require additional time, equipment or labour to unload. Federal Express, Purolator, UPS, Airborne Express & DHL are included in this category due to their delivery procedures. (See definitions on back)

UNCRATED: Material that is shipped loose or padwrapped, and/or unskidded machinery without proper lifting bars or hooks. (Uncrated materials are not accepted at the Warehouse)

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

OVERTIME: 4:00 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.)

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

Description	Price Per CWT	Min 200 Lbs
-------------	------------------	----------------

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum) beginning May 2014

Crated or Skidded Shipment	\$ 87.00	174.00
Special Handling Shipment	\$ 113.00	226.00

Show Site Shipment (200 lb. minimum) beginning June 17, 2014

Crated or Skidded Shipment	\$ 77.00	154.00
Special Handling Shipment	\$ 100.00	200.00
Uncrated or Pad Wrapped Shipment.....	\$ 115.50	231.00

Small Package - Maximum weight is 30 lbs per shipment**

Each Carton	\$ 52.50
-------------------	----------

**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 Deadline (June 10, 2014)	\$ 26.00	52.00
Show Site Shipment after Deadline (after 3:30 PM on June 18, 2014).....	\$ 23.00	46.00

Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment	\$ 19.25	38.50
Special Handling Shipment	\$ 25.00	50.00
Uncrated or Pad Wrapped Shipment.....	\$ 29.00	58.00

Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment	\$ 19.25	38.50
Special Handling Shipment	\$ 25.00	50.00
Uncrated or Pad Wrapped Shipment.....	\$ 29.00	58.00

Description	Weight CWT	Price per CWT	Estimated Total Cost
	÷ 100 =		
Surcharges (i.e. Overtime, Late)	÷ 100 =		

Tip to Save on Material Handling!

- **Consolidate shipments** (i.e. if minimum shipment weight is 200 lbs.)

Separate Shipments

6/08 - 60 lbs. charged @ 200 lbs. \$ 154.00
6/10 - 52 lbs. charged @ 200 lbs. \$ 154.00
6/11 - 65 lbs. charged @ 200 lbs. \$ 154.00 = \$462

Consolidated Shipment

3 pieces (1 shipment)
177 lbs. @ 200 lbs = \$154.00

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

Subtotal	
5% GST	
Total	

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, DHL & Airborne Express) without an individual Bill of Lading, requiring additional time, labour 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.

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Toronto, Ontario, Canada M8W 3S2
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E-mail: FreemanTorontoES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **ISSCR 12TH ANNUAL MEETING 2014**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

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: _____ STATE: _____ ZIP: _____
SHIP TO: COMPANY NAME: _____
DELIVERY ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE#: _____ ATTN: _____
SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

☐ 1 Day: Delivery next business day*

* Some restrictions may apply. Please contact our

Exhibit Transportation team (877) 478-1113.

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

☐ Expedited

☐ Deferred: Delivery within 3-4 business days

☐ Standard Ground

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ OTHER COMMON CARRIER _____

☐ OTHER VAN LINE _____

☐ OTHER AIR FREIGHT _____

☐ Next Day ☐ Second Day ☐ Deferred

DESIRED NUMBER OF LABELS: _____

CARRIER PHONE NUMBER: _____

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

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.

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

☐ Reroute via Freeman's choice.

☐ Delivery back to warehouse at Exhibitor's expense*

* Return to warehouse rates are based on weight. A minimum charge of \$154.00 for shipments less than 400 lbs. Please contact us for rates on shipment above 401 lbs.

Freeman outbound shipping

F R E E M A N

R U S H

DO NOT DELAY

MUST BE DELIVERED BY JUNE 10, 2014

TO: _____
(EXHIBITOR NAME)

C/O: FREEMAN / YRC
3985 STILL CREEK AVENUE
BURNABY, BC, CANADA
V5C 4E2

WAREHOUSE

EVENT: ISSCR 12TH ANNUAL MEETING 2014

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

F R E E M A N

R U S H

DO NOT DELAY

MUST BE DELIVERED BY JUNE 10, 2014

TO: _____
(EXHIBITOR NAME)

C/O: FREEMAN / YRC
3985 STILL CREEK AVENUE
BURNABY, BC, CANADA
V5C 4E2

WAREHOUSE

EVENT: ISSCR 12TH ANNUAL MEETING 2014

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

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

F R E E M A N

R U S H

DO NOT DELAY

DO NOT DELIVER BEFORE: JUNE 17, 2014

TO: _____
(EXHIBITOR NAME)

C/O: FREEMAN
Vancouver Convention Centre
WEST
1055 Canada Place
Waterfront Road Truck Route
Vancouver, BC, Canada
V6C 0C3

SHOW SITE

EVENT: ISSCR 12TH ANNUAL MEETING 2014

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

F R E E M A N

R U S H

DO NOT DELAY

DO NOT DELIVER BEFORE: JUNE 17, 2014

TO: _____
(EXHIBITOR NAME)

C/O: FREEMAN
Vancouver Convention Centre
WEST
1055 Canada Place
Waterfront Road Truck Route
Vancouver, BC, Canada
V6C 0C3

SHOW SITE

EVENT: ISSCR 12TH ANNUAL MEETING 2014

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

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

FURNISHING essentials



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

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





FURNISHING essentials

seating

black diamond side chair

21"W 23"L 32"H – N71089



black diamond stool

22"W 18"L 46"H – N71088



black diamond armchair

20"W 21"L 33"H – N71090



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

Colours may vary when viewing or printing from a computer.



seating

padded side chair
295105



black bar stool
295108



padded stool with back
295112

black leather executive chair
295400



gaslift stool
24"W 20"L 46"H – 71047



gaslift chair
26"W 20"L 38"H – 71045

Telescoping height adjustment;
five-caster base rolls with ease.



folding chair
295116





tables



studio series

black end table

17"W 17"L 18"H – N115104

black cocktail table

36"W 20"L 15"H – N115103



soho series

Black pedestal table

36" Diam. 30"H – N72067



u`mbntudq series

Available in black and white

As well as various heights

30" Diam x 17"H. 27"H or 40" H

(See order form)

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

Colours may vary when viewing or printing from a computer

lounge furniture



lounge furnishings

black leather loveseat
930100

black leather chair
910101

oak coffee table
48" X 24" X 16"H – 295126

oak end table
22" X 20" X 19"H – 295127





display



display cylinders

Black

low

30"Diam 15"H – N75020

medium

18"Diam 20"H – N75021

high

24"Diam 36"H – N75022



orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

(Computer not included.)

draped or undraped tables & counters

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

tables (30" height)

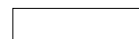
	4'	6'	8'
Draped	124430	124630	124830
Draped on fourth side		1240630	1240830
Undraped	125430	125630	125830

counters (42" height)

Draped	124442	124642	124842
Draped on fourth side		1240642	1240842
Undraped	125442	125642	125842



Black



White



Blue



Grey



Burgundy



Red



Dark Green



Plum



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

Colours may vary when viewing or printing from a computer.



accessories



a.



b.



c.



d.

a. chrome sign holder

Holds 22"x 28" sign – 220118

b. flat literature rack

10"L 55"H – N750136

Display printed materials in six pockets

c. small refrigerator (empty)*

19"W 19"L 34"H – 75057

d. chrome easel

220134

wastebasket

220107



*Note: Electrical power must be ordered separately.

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

Colours may vary when viewing or printing from a computer.



**e. chrome stanchion with
8' retractable belt**
42" H - 220121

f. chrome bag rack
220110

g. chrome coat tree

220109

file cabinet with lock
h. two-drawer
25"W 15"L 28"H – 74082
i. four-drawer
25"W 15"L 52"H – 74081

special draping *(not pictured)*

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

3' High
12103

8' High
12108

Refer contact us for colour reference. For drape over 8' please call for availability and prices.

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

.Colours may vary when viewing or printing from a computer.

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**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
MAY 27, 2014**

ISSCR 12TH ANNUAL MEETING 2014

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

• **Furnishings preceded with the letter "N" in the part number, must be ordered prior to June 5, 2014. Orders received after this date will not be guaranteed.**

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS & STOOLS						
_____	295105	Padded Side Chair	\$75.00	\$82.50	\$105.00	_____
_____	295112	Padded Stool with back	\$150.00	\$165.00	\$210.00	_____
_____	71047	Gaslift Stool	\$239.00	\$262.90	\$334.60	_____
_____	71045	Gaslift Chair	\$215.00	\$236.50	\$301.00	_____
_____	295400	Leather Executive Chair	\$135.00	\$148.50	\$189.00	_____
_____	295108	Black Bar Stool (no back)	\$85.00	\$93.50	\$119.00	_____
_____	295116	Folding Chair	\$55.00	\$60.50	\$77.00	_____
_____	N71089	Black Diamond Side Chair	\$125.00	\$137.50	\$175.00	_____
_____	N71090	Black Diamond Armchair	\$155.00	\$170.50	\$217.00	_____
_____	N71088	Black Diamond Stool	\$175.00	\$192.50	\$245.00	_____

FURNISHINGS						
_____	220121	Chrome Stanchion w/belt	\$133.00	\$146.30	\$186.20	_____
_____	220118	Chrome Sign Holder	\$124.00	\$136.40	\$173.60	_____
_____	N750136	Flat Literature Rack	\$182.00	\$200.20	\$254.80	_____
_____	220109	Chrome Coat Tree	\$68.00	\$74.80	\$95.20	_____
_____	220134	Chrome Easel	\$50.00	\$55.00	\$70.00	_____
_____	220110	Chrome Bag Rack	\$88.00	\$96.80	\$123.20	_____
_____	220107	Wastebasket	\$30.00	\$33.00	\$42.00	_____
_____	75057	Small Refrigerator	\$359.00	\$394.90	\$502.60	_____
_____	75079	Orion Computer Kiosk	\$374.00	\$411.40	\$523.60	_____
_____	N75020	Black Display Cylinder/Low	\$205.00	\$225.50	\$287.00	_____
_____	N75021	Black Display Cylinder/Med	\$215.00	\$236.50	\$301.00	_____
_____	N75022	Black Display Cylinder/High	\$255.00	\$280.50	\$357.00	_____

SKIRTED TABLES						
Please circle colour for table drape: Blue Black Grey Dark Green Plum Red White Burgundy						
_____	124430	Draped Table 4'L x 30"H	\$130.00	\$143.00	\$182.00	_____
_____	124630	Draped Table 6'L x 30"H	\$165.00	\$181.50	\$231.00	_____
_____	124830	Draped Table 8'L x 30"H	\$180.00	\$198.00	\$252.00	_____
_____	12404630	4th Side Drape 6'x30"H	\$55.00	\$60.50	\$77.00	_____
_____	12404830	4th Side Drape 8'x30"H	\$55.00	\$60.50	\$77.00	_____
_____	124442	Draped Counter 4'L x 42"H	\$165.00	\$181.50	\$231.00	_____
_____	124642	Draped Counter 6'L x 42"H	\$196.00	\$215.60	\$274.40	_____
_____	124842	Draped Counter 8'L x 42"H	\$206.00	\$226.60	\$288.40	_____
_____	12404642	4th Side Drape 6'x42"H	\$72.00	\$79.20	\$100.80	_____
_____	12404842	4th Side Drape 8'x42"H	\$72.00	\$79.20	\$100.80	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
Pedestal Tables - Vancouver Series						
_____	195213	Ped. Table 30"D x 17"H (White)	\$205.00	\$225.50	\$287.00	_____
_____	195212	Ped. Table 30"D x 17"H (Black)	\$205.00	\$225.50	\$287.00	_____
_____	195230	Ped. Table 30"D x 27"H (White)	\$205.00	\$225.50	\$287.00	_____
_____	195231	Ped. Table 30"D x 27"H (Black)	\$205.00	\$225.50	\$287.00	_____
_____	195232	Ped. Table 30"D x 40"H (White)	\$205.00	\$225.50	\$287.00	_____
_____	195233	Ped. Table 30"D x 40"H (Black)	\$205.00	\$225.50	\$287.00	_____
Pedestal Tables - Soho & Studio Series						
_____	N72067	Black-Cafe Table 30"H x 36"W	\$205.00	\$225.50	\$287.00	_____
_____	N115103	Black Cocktail Table 36"W x 20"L x 15"H	\$175.00	\$192.50	\$245.00	_____
_____	N115104	Black End Table 17"W x 17"L x 18"H	\$125.00	\$137.50	\$175.00	_____

LOUNGE FURNISHINGS						
_____	930100	Black Leather Loveseat	\$650.00	\$715.00	\$910.00	_____
_____	910101	Black Leather Lounge Chair	\$495.00	\$544.50	\$693.00	_____
_____	9951236	Oak Coffee Table (48"x24"x16")	\$265.00	\$291.50	\$371.00	_____
_____	995124	Oak End Table (22"x20"x19")	\$205.00	\$225.50	\$287.00	_____

UNDRAPED TABLES						
_____	125430	Undraped Table 4' x 30"H	\$75.00	\$82.50	\$105.00	_____
_____	125630	Undraped Table 6'L x 30"H	\$80.00	\$88.00	\$112.00	_____
_____	125830	Undraped Table 8'L x 30"H	\$90.00	\$99.00	\$126.00	_____
_____	125442	Undraped Counter 4'L x 42"H	\$80.00	\$88.00	\$112.00	_____
_____	125642	Undraped Counter 6'L x 42"H	\$88.00	\$96.80	\$123.00	_____
_____	125842	Undraped Counter 8'L x 42"H	\$95.00	\$104.50	\$133.00	_____

DRAPE						
Please circle colour for drape: Blue Black Grey Plum Red White						
_____	12103	Special Drape 3'H (per ft.)	\$11.00	\$12.10	\$15.40	_____
_____	12108	Special Drape 8'H (per ft.)	\$13.00	\$14.30	\$18.20	_____

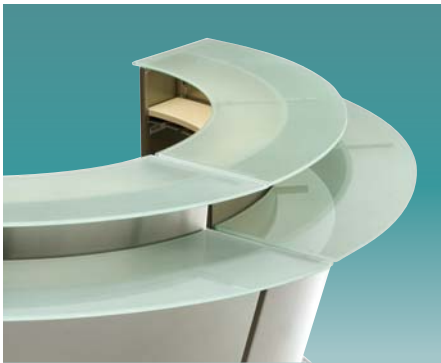
Remember to select a colour for skirted tables and drape. A colour will be selected for you if not indicated.

TOTAL COST				
Sub-Total	_____	+ 5% Gst	_____	+ 7% Pst
				= TOTAL

FREEMAN furnishing essentials

Take advantage of the Online price
by ordering at www.freemanco.com/store

SELECT furnishings



Make your exhibit come to life with Select Furnishings from Freeman. We have an extensive variety of high-quality furniture in eye-catching shapes and styles to suit your budget and design needs, so you're sure to find the perfect solution for your exhibit. Plus, our prices are all-inclusive and cover shipping and material handling, with no hidden fees. Browse through this brochure, and if you don't find what you want, don't worry. We will work with you every step of the way to make sure you get exactly what you're looking for.

seating

Sit back and relax – your search for comfortable seating is over. Pick from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

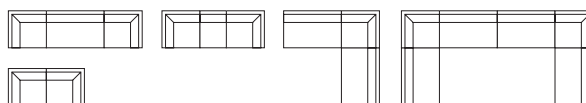


newport group

Charcoal Leather

Sectional composed of one loveseat, one armless chair and one corner chair

112"L 34"D 33"



loveseat

54"L 34"D 33"H – 8308

armless chair

24"L 34"D 33"H – 8109

corner chair

34"L 34"D 33"H – 81010





south beach group

Platinum Suede light grey

Sectional composed of two sofas and one ottoman

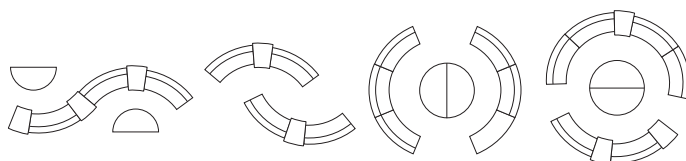
152"L 40"D 33"H

sofa

69"L 29"D 33"H – 8301

ottoman

25"L 31"D 18"H – 8151



key west group

Black

sofa

85"L 35"D 33"H – 8306

loveseat

57"L 35"D 33"H – 8307



casual seating

For a great variety of informal, modern seating options, look no further.

Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that will turn any exhibit into a destination.



t-vac chair
Translucent/Chrome
25"L 23"D 30"H – 8101



marrakesh group
Beige

sofa
84"L 37"D 34"H – 83062

chair
34"L 37"D 38"H – 810808

cube

Blueberry – 8157
Raspberry – 8159
Lemon – 81510
Natural – 81511
Black Leather – 81512
17"L 17"D 18"H



globus occasional chair
White Vinyl – 810817
28"L 26"D 28"H



cappuccino chair

Chocolate

29"L 29"D 34"H – 8104



tub chair

Black

31"L 31"D 31"H – 8103



berlin stack chair

White/Red – 810811

White/Black – 810810

18"L 22"D 32"H





new york chair
Onyx Seat/Maple Back/
Chrome Legs
23"L 32"D 33"H – 81090

ICE side chair
Transparent/Chrome
17.25"L 20"D 32"H – 810814



panton chair
Cream – 81017
20"L 24"D 33"H



**altura conference/
guest chair**
Black Crepe
25"L 20"D 34"H – 81063



iso mesh pull-up chair
Black
26"L 24"D 38"H – 810707



tilt executive chair
With Arms, Onyx/Black
26"L 25"D 34"H – 81075



altura junior executive chair
Mid Back, Black Crepe
25"L 25"D 37"H – 81073
Adjustable

banana barstool

White/Chrome – 810103

Black/Chrome – 810104

21"L 22"D 30"H



circle martini bar

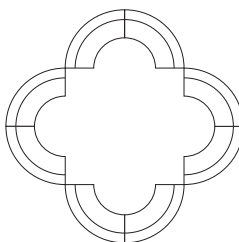
Composed of three martini bars

208.5"L 102"D 139.5"H



martini bar

69.5"L 34"D 46.5"H Radius 50" – 8501



ICE barstool

Transparent/Chrome

16.75"L 16"D 37.75"H – 810815



gin barstool

Maple/Chrome

16"L 16"D 29"H – 810505



jetson chair

Black

19"L 18"D 31"H – 810702

jetson barstool

Black

18"L 19"D 29"H – 810706



oslo barstool

Blue – 810200

White – 810201

17"L 20"D 30"H

tables

What Freeman always brings to the table is professionalism, and nothing says more about your space than your surfaces and tabletops. Choose from modern glass tops, traditional wood end tables and more.



silverado end table

24" Round 22"H – 82015



silverado table

36" Round 17"H – 82014

geo conference table

Black – 82041

Chrome – 82051

60"L 36"D 29"H



geo end table

Black – 82025

Chrome – 82035

26"L 26"D 20"H



geo coffee table

Black – 82024

Chrome – 82034

50"L 22"D 16"H



inspiration table

42"L 28"D 18"H – 82022

inspiration end table

24"L 28"D 22"H – 82023



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.myfreemanonline.com.



etagere

Black – 850604
Pewter – 850605
 30"L 16"D 70"H



**locking door
 pedestal**

Black
 24"L 24"D 42"H – 85078



refrigerator*

White
 14.0 cubic feet
 20"L 30"D 65"H – 8503001

*Electrical power must be ordered separately.

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**ONLINE PRICE
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MAY 27, 2014**

NAME OF SHOW: **ISSCR 12TH ANNUAL MEETING 2014**

COMPANY NAME: BOOTH #:

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E-MAIL ADDRESS:

• **Specialty Furnishings must be ordered prior to June 12, 2014. Orders received after this date will not be guaranteed.**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Newport Group - Charcoal Leather						
	8308	Loveseat	\$795.00	\$874.50	\$1113.00	\$
	8109	Armless Chair	\$450.00	\$495.00	\$630.00	\$
	81010	Corner Chair	\$595.00	\$654.50	\$735.00	\$
South Beach Group - Platinum Suede						
	8301	Sofa	\$760.00	\$836.00	\$1064.00	\$
	8151	Ottoman	\$335.00	\$368.50	\$469.00	\$
Key West Group - Black Fabric						
	8307	Loveseat	\$620.00	\$682.00	\$868.00	\$
	8306	Sofa	\$690.00	\$759.00	\$966.00	\$
	8103	Tub Chair	\$475.00	\$522.50	\$665.00	\$
Marrakesh Group - Beige Fabric						
	810808	Chair	\$565.00	\$621.50	\$791.00	\$
	83062	Sofa	\$745.00	\$819.50	\$1043.00	\$
Cubes						
	8951	Blueberry	\$140.00	\$154.00	\$196.00	\$
	8952	Raspberry	\$140.00	\$154.00	\$196.00	\$
	8953	Lemon	\$140.00	\$154.00	\$196.00	\$
	81511	Leather Cube - White Leather	\$140.00	\$154.00	\$196.00	\$
	81512	Leather Cube - Black Leather	\$140.00	\$154.00	\$196.00	\$
Occasional Chairs						
	8101	T-vac Chair - Translucent/Chrome	\$370.00	\$407.00	\$518.00	\$
	810819	Globus Occasional Chair - White Vinyl/Chrome	\$405.00	\$445.50	\$567.00	\$
	8104	Cappuccino Chair - Chocolate Fabric	\$380.00	\$418.00	\$532.00	\$
	81017	Panton Chair - White Plastic	\$230.00	\$253.00	\$322.00	\$
	810814	ICE Side Chair - Transparent/Chrome	\$260.00	\$286.00	\$364.00	\$
	81090	New York Chair - Onyx/Maple Wood/Chrome	\$220.00	\$242.00	\$308.00	\$
	810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel	\$375.00	\$412.50	\$525.00	\$
	810811	Berlin Stack Chair - White & Red Plastic/Chrome	\$150.00	\$165.00	\$210.00	\$
	810810	Berlin Stack Chair - White & Black Plastic/Chrome	\$150.00	\$165.00	\$210.00	\$
Conference Chairs						
	81075	Tilt Executive Chair - Onyx Fabric	\$320.00	\$352.00	\$448.00	\$
	81063	Altura Conference/Guest Chair - Black Fabric	\$340.00	\$374.00	\$476.00	\$
	81073	Altura Junior Executive Chair - Black Fabric	\$405.00	\$445.50	\$567.00	\$
Bars & Bar Stools						
	8501	Martini Bar - Grey metal rounded bar frosted glass	\$1650.00	\$1815.00	\$2310.00	\$
	810103	Banana Barstool - White Vinyl/Chrome	\$230.00	\$253.00	\$322.00	\$
	810104	Banana Barstool - Black Vinyl/Chrome	\$230.00	\$253.00	\$322.00	\$
	810815	ICE Barstool - Transparent/Chrome	\$285.00	\$313.50	\$399.00	\$
	810505	Gin Barstool - Maple Wood/Chrome	\$205.00	\$225.50	\$287.00	\$
	810706	Jetson Barstool - Black Vinyl/Black Steel	\$290.00	\$319.00	\$406.00	\$
	810200	Oslo Barstool - Blue Plastic/Chrome	\$290.00	\$319.00	\$406.00	\$
	810201	Oslo Barstool - White Plastic/Chrome	\$290.00	\$319.00	\$406.00	\$
Occasional End & Cocktail Tables						
	82015	Silverado End Table - Tempered Glass/Painted Steel	\$275.00	\$302.50	\$385.00	\$
	82014	Silverado Table - Tempered Glass/Painted Steel	\$290.00	\$319.00	\$406.00	\$
	82025	Geo End Table - Glass/Black Steel	\$265.00	\$291.50	\$371.00	\$
	82035	Geo End Table - Glass/Chrome	\$265.00	\$291.50	\$371.00	\$
	82024	Geo Table - Glass/Black Steel	\$295.00	\$324.50	\$413.00	\$
	82034	Geo Table - Glass/Chrome	\$295.00	\$324.50	\$413.00	\$
	82023	Inspiration End Table - Tempered Glass/Painted Steel	\$350.00	\$385.00	\$490.00	\$
	82022	Inspiration Table - Tempered Glass/Painted Steel	\$370.00	\$407.00	\$518.00	\$
Conference Tables						
	82041	Geo Conference Table - Glass/Black Steel	\$490.00	\$539.00	\$686.00	\$
	82051	Geo Conference Table - Glass/Chrome	\$490.00	\$539.00	\$686.00	\$
Product Display						
	850604	Etagere - Black	\$475.00	\$522.50	\$665.00	\$
	850605	Etagere - Silver	\$475.00	\$522.50	\$665.00	\$
	85078	Locking Door Pedestal - Black Laminate	\$475.00	\$522.50	\$665.00	\$
Refrigerator						
	8503001	Refrigerator - White	\$920.00	\$1012.00	\$1288.00	\$

TOTAL COST

Sub-Total + 5% Gst + 7% Pst = TOTAL

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before May 27, 2014

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COMPANY NAME _____ BOOTH #: _____
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E-MAIL ADDRESS _____

PLANTS					
Qty	Part #	Description	Discount Price	Standard Price	Total

Tropical

_____	42105	Table Size Plant.....	58.00	81.20	_____
_____	42106	Boston Fern.....	70.00	98.00	_____
_____	4210200	Hanging Plant.....	70.00	98.00	_____
_____	4210202	3'- 4' Tall Tropical Plant.....	92.00	128.80	_____
_____	4210113	Up to 5' all Tropical Plant.....	125.00	175.00	_____
_____	4210203	6' Tall Tropical Plant.....	150.00	210.00	_____

FLORAL					
Qty	Part #	Description	Discount Price	Standard Price	Total

Floral

_____	4220501	Potted Flowers (seasonal).....	75.00	105.00	_____
_____	4220300	Small Vase Arrangements ...	130.00	182.00	_____
_____	4220500	Lg Tropical Arrangements ...	160.00	224.00	_____
_____	4220999	Special Arrangement	call for pricing	_____	_____



TOTAL COST				
Sub-Total	_____	+ 5% Gst	_____	+ 7% Pst
				= TOTAL

FREEMAN plants & floral

carpet



When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers superior carpet options designed to fit the requirements of your exhibit space. With classic, custom or prestige carpet available to suit your needs, Freeman has endless carpet options to choose from. Here are some facts about our first-rate carpet service:

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- Freeman employees supervise the laying of your carpet
- To ensure quality, we thoroughly inspect each refurbished carpet
- All of our carpet padding has recently been upgraded to above industry standards

classic CARPET

custom cut

Freeman Classic Carpet is available in a range of colors and includes delivery, visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam padding is available for a minimal fee. If you have a large order, call to find out about our extra discounts.

standard cut

Our Classic Carpet comes sizes: / . ' x 10' Zg] / . ' x 20'. Prices include delivery, installation, carpet tape, carpet removal all carpet material handling fees. Foam padding and visqueen covering are available for a small surcharge.

As always, there are no hidden fees.



grey



blue



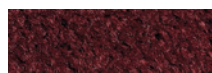
black



red



green



burgundy

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at www.freemanco.com/store

Actual colors may vary slightly.

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- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.

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

- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of colours.

CHOOSE YOUR CARPET COLOUR:

☐ Black ☐ Blue ☐ Burgundy ☐ Green ☐ Grey ☐ Red

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

		Online Price	Discount	Standard	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.95	\$3.25	\$ 4.15	\$ _____

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

- Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Burgundy ☐ Green ☐ Grey ☐ Red

Qty	Description	Online Price	Discount	Standard	Total
_____	10' x 10' Classic Carpet	\$ 175.00	\$ 192.50	\$ 245.00	\$ _____
_____	10' x 20' Classic Carpet	\$ 348.00	\$ 382.80	\$ 487.20	\$ _____

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

- Price is per sq. ft.

Qty	Description	Online Price	Discount	Standard	Total
_____	Carpet Padding - 1/2" (100 - 700 sq ft)	\$ 1.30	\$ 1.45	\$ 1.80	\$ _____
_____	Carpet Padding - 1/2" (Over 700 sq ft)	\$ 1.10	\$ 1.20	\$ 1.55	\$ _____
_____	Double Padding - 1/2" (100 - 700 sq ft)	\$ 2.40	\$ 2.65	\$ 3.35	\$ _____
_____	Double Padding - 1/2" (Over 700 sq ft)	\$ 2.20	\$ 2.40	\$ 3.10	\$ _____
_____	Plastic Covering (per sq ft)	\$ 0.95	\$ 1.05	\$ 1.35	\$ _____

TOTAL COST

Sub-Total _____ + 5% Gst _____ + 7% Pst _____ = TOTAL _____

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

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

FREEMAN carpet

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by ordering online at www.freemanco.com/store

FREEMAN

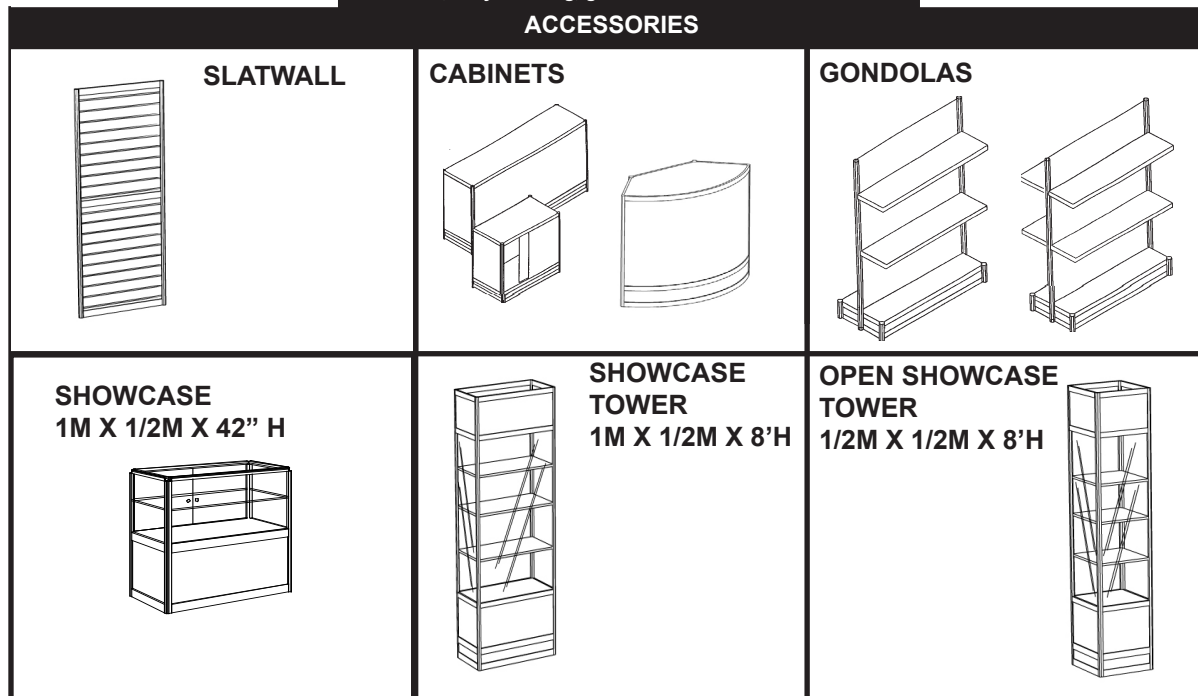
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For fast, easy ordering, go to www.freemanco.com/store



Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SHELVES (Circle Colour) Black or White						
_____	17201	1M Straight (37" x 12")	\$52.50	57.75	73.50	_____
_____	17206	1M Angled (37" x 12")	\$52.50	57.75	73.50	_____
LITERATURE POCKETS						
_____	174015	For 8 1/2" x 11" Literature	\$29.00	31.90	40.60	_____
_____	174016	For 4" Literature	\$29.00	31.90	40.60	_____
CABINETS & LOCKS						
(Circle Colour) Blue , Grey or Black Fabric, White PVC						
_____	17305	1M x 1/2M x 36" High	\$460.00	506.00	644.00	_____
_____	17306	1M x 1/2M x 42" High	\$460.00	506.00	644.00	_____
_____	17308	2M x 1/2M x 36" High	\$560.00	616.00	784.00	_____
_____	17309	2M x 1/2M x 42" High	\$560.00	616.00	784.00	_____
_____	173010	1M Radius x 1/2M x 36" H	\$575.00	632.50	805.00	_____
_____	173011	1M Radius x 1/2M x 42" H	\$575.00	632.50	805.00	_____
_____	17301	Aluminum Cabinet Lock	\$26.00	28.60	36.40	_____

WALL PANELS

(Circle Colour) Blue , Grey or Black Fabric, White PVC						
_____	173521	1M x 8' High	\$360.00	396.00	504.00	_____
_____	173525	1/2M x 8' High	\$310.00	341.00	434.00	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GONDOLAS						
(Circle Colour) Blue , Grey or Black Fabric, White PVC						
_____	174541	Single Sided 1M x 4' High	\$460.00	506.00	644.00	_____
_____	174542	Double Sided 1M x 4' High ...	\$560.00	616.00	784.00	_____
_____	174581	Single Sided 1M x 8' High	\$645.00	709.50	903.00	_____
_____	174582	Double Sided 1M x 8' High ...	\$750.00	825.00	1050.00	_____
SHOWCASE* (White PVC Only)						
_____	1755800	Showcase 1M x 1/2M x 8'H	\$775.00	852.50	1085.00	_____
_____	1755801	Showcase 1/2M x 1/2M x 8'H	\$560.00	616.00	784.00	_____
_____	17551206	Showcase 1M x 1/2M x 42"H ..	\$505.00	555.50	735.00	_____

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

TOTAL COST

Sub-Total _____ + 5% Gst _____ + 7% Pst _____ = TOTAL _____

10/12-V

FREEMAN accessories

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RENTAL exhibits



Package 1

#1710500



Package 1 upgraded with graphics and cabinet



Package 2

#1710300



Package 2 upgraded with graphics and cabinet



Package 3

#1710400



Package 3 upgraded with graphics and cabinet



Package 4

#1710201



Package 4 upgraded with graphics and cabinet



Package 5

#17101000



Package 5 upgraded with graphics and cabinet



Package 6

#17103000

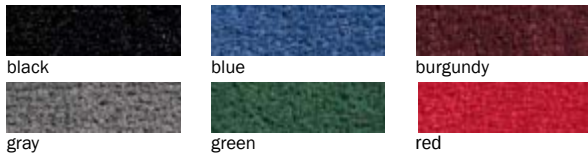


Package 6 upgraded with graphics and cabinet

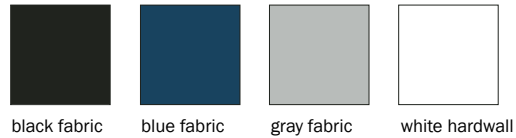
Power and labour to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 watts

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

Carpet Color Options - Classic Carpet



Color Options - Fabric and Hardwall Panels



Questions?

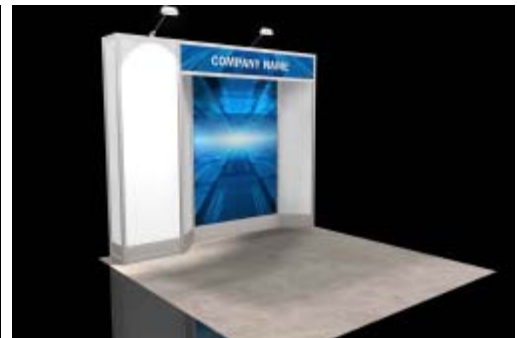
All packages can be customized or modified. To speak with an Exhibitor Sales specialist call the number listed on Quick Facts. For additional custom examples visit the link at the bottom of the page.



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Coloured Panels

To view additional custom designs



www.freemanco.com/customexhibits

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FREEMAN rental exhibits

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COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

EMAIL ADDRESS: _____

For assistance, please call 416-252-3361 to speak with one of our experts.

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

All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watt) for lights ONLY and labour to install and remove the arm lights.

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	Total
Package 1	☐ 10' x 10'	1,925.00	2,695.00	☐ 10' x 20'	3,125.00	4,375.00	_____
Package 2	☐ 10' x 10'	1,325.00	1,855.00	☐ 10' x 20'	2,150.00	3,010.00	_____
Package 3	☐ 10' x 10'	1,725.00	2,415.00	☐ 10' x 20'	2,575.00	3,605.00	_____
Package 4	☐ 10' x 10'	2,150.00	3,010.00	☐ 10' x 20'	3,800.00	5,320.00	_____
Package 5	☐ 10' x 10'	1,725.00	2,415.00	☐ 10' x 20'	3,050.00	4,270.00	_____
Package 6	☐ 10' x 10'	1,800.00	2,520.00	☐ 10' x 20'	2,425.00	3,395.00	_____

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

CHOOSE YOUR PANEL

☐ Blue Fabric ☐ Grey Fabric ☐ Black Fabric ☐ White Hardwall

CARPET

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

Check colour choice:

☐ Black ☐ Blue ☐ Burgundy ☐ Green ☐ Grey ☐ Red

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

Note: Power and labour to install and remove the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 watt.

*Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

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

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

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

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

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Coloured Metal
☐ Coloured Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo

TOTAL COST

Sub-Total _____ + 5% Gst _____ + 7% Pst _____ = TOTAL _____



digital graphics



creating visual excitement

Quality graphics contribute significantly to the impact of your exhibit. Vivid colours and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest digital graphic reproduction available.

state-of-the-art capabilities

Freeman can provide four-colour, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, and all are supported by the Corporate Graphics Centre for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

superior quality control

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis.

depth of resources

- VUTEK™ and Salsa printers provide large format, four-colour, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- Encad printers provide digital processing of banners up to 5' wide without seams.
- All Freeman operations use the same printers, software, ink, adhesives, and laminates for continuity.
- Seaming, grommeting, lamination, and mounting are handled in-house.
- A variety of fabrics are available, including nylon, vinyl, and mesh materials.
- Computer-aided graphic design for your assistance.

freeman specializes in the digital graphic reproduction and installation of:

- Suspended banners
- Logo reproduction
- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- four-colour carpet image printing

questions?

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E-mail: FreemanTorontoES@freemanco.com

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

**DISCOUNT PRICE
DEADLINE DATE
MAY 27, 2014**

FREEMAN signs & graphics

NAME OF SHOW:

ISSCR 12TH ANNUAL MEETING 2014

EXHIBITING COMPANY NAME:

BOOTH #:

PRINT NAME:

SIGNATURE:

E-MAIL:

DATE:

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq. ft.
sq. ft. _____ x \$19.00 = \$ _____

- \$19.00 per sq. ft. (standard price \$28.50)
- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphic
- Round sq. ft. to next whole increment

File conversion, retouching, cloning or colour correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

Please call a Corporate Accounts Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____

Application _____

PMS Colours _____

Backing Material:

Showcard ☐ Plexi ☐
PVC ☐ Other ☐

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	_____ @	\$42.25	\$63.40 = \$	_____
7" x 44"	_____ @	\$52.00	\$78.00 = \$	_____
11" x 14"	_____ @	\$62.75	\$94.15 = \$	_____
14" x 22"	_____ @	\$80.00	\$120.00 = \$	_____
22" x 28"	_____ @	\$98.50	\$147.75 = \$	_____
28" x 44"	_____ @	\$135.00	\$202.50 = \$	_____

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout

Background Colour: _____

Lettering Colour: _____

Font: _____

TOTAL COST

Sub-Total _____ + 5% Gst _____ + 7% Pst _____ = TOTAL _____

F R E E M A N

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass this information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to insure accurate color reproduction.

Please provide the following when submitting art

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches
(higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (If submitting CMYK values, please supply accurate color swatches)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" type file, include all fonts, or convert fonts to outlines or paths

Acceptable Software File Formats

We are capable of working with both PC and MAC based software, and can accept art created with the following software (listed in order of preference):

ADOBE—Illustrator, InDesign, and Photoshop
COREL DRAW
QUARK XPRESS

Files should always be saved in their native format. Please include all fonts and images.

Acceptable File Types

Files that Freeman **can use** in order of preference, include:

EPS and AI (especially when submitting logos)
TIF (especially when submitting photos)
JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

GIF files
Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
Self-extracting files, such as EXE or SEA files

Submit Artwork to:

Hope Humphries, Operations Manager | Freeman | 61 Brown's Line | TO, ON M8W 3S2

Questions? Please call 416 -252-3361

Samples

Acceptable Logo Artwork:



EPS Vector File

Not Acceptable Logo Artwork:



GIF File

Acceptable Photo Artwork:



28mb TIF file

Not Acceptable Photo Artwork:



8k GIF file

Ways to Send Artwork

Artwork files that are of acceptable resolution as listed will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the files.

If you have any additional questions concerning file make-up, logos, resolution, etc. you may also contact the Graphics Manager - Hope Humphries - 416-252-3361 ext 246.

Please visit us at:
www.freemanco.com

UNION REGULATIONS

To assist you in planning your participation in your Vancouver 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:

CAMW - CONSTRUCTION MAINTENANCE & ALLIED WORKERS UNION

The Construction Maintenance & Allied Workers Union are providing labour for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from these locals. Labour can be ordered in advance by returning the Installation & Dismantle Labour Order Form, or on showsite, at the Freeman service desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility through the front doors. The use of dollies, pump trucks and other mechanical equipment is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

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.

F R E E M A N

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

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **ISSCR 12TH ANNUAL MEETING 2014**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

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

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	\$144.00	\$ 187.25
	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 reverse side 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)						= \$ _____
5% GST						= \$ _____
7% PST						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOUR

☐ Freeman Supervised Labour - Please complete the reverse side 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)						= \$ _____
5% GST						= \$ _____
7% PST						= \$ _____
Total Dismantle						= \$ _____

If you have questions or need assistance in completing your order, please call and ask for your Exhibitor Services Representative.

Freeman installation & dismantle

NAME OF SHOW: **ISSCR 12TH ANNUAL MEETING 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 _____ 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

- ☐ **Freeman Transportation:**
- ☐ Common Carrier
- ☐ Air Freight ☐ Next Day* ☐ 2nd Day ☐ Deferred

* Some restrictions may apply. Please contact our Exhibit Transportation Team at (877) 478-1113 for information.

☐ **Other (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 Freeman's choice.
- ☐ Delivery back to warehouse at Exhibitor's expense*

* Return to warehouse rates are based on weight . A minimum charge of \$154.00 for shipments less than 400 lbs. Please contact us for rates on shipment above 401 lbs.

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

Lead Management Order Form

ISSCR 12th Annual Meeting June 18 – 21, 2014 ▪ Vancouver, BC Canada

Order online: <https://exhibitorportal.experient-inc.com>

Access Code: HRGFPH

Final deadline to order prior to show 6/9/14

Exhibiting Company: _____ Booth #: _____

Check if information is for: ☐ Exhibiting Company ☐ Third Party 3rd Party Company (if applicable): _____

Address: _____ Contact Name: _____

City: _____ Phone: _____ Fax: _____

State/Country: _____ Zip: _____ Email: _____

Select your preferred system	on or before 4/23/14	from 4/24/14 to 5/8/14	after 5/8/14	number of units	TOTAL
SWAP® Native apps available for iPhone, iPad, Android. Web mobile versions are available for all other internet ready phones.	\$499 - License and 3 activations \$129 - For each additional activation			_____	\$ _____
Optium™ S400	\$355	\$385	\$415	_____	\$ _____
Optium RT1000 Survey Option: ☐ None ☐ Standard ☐ Custom RT1000 Portable Bluetooth printer	\$470 \$75	\$545 \$100	\$575 \$125	_____	\$ _____ \$ _____
SWAP Activations with Reader Purchase Add SWAP activations to your purchase of an Optium reader.	\$129 - For each activation			_____	\$ _____
Connect Survey Option: ☐ None ☐ Standard ☐ Custom Each additional Connect	\$600 \$300	\$650 \$350	\$700 \$400	_____	\$ _____ \$ _____
See page 2 for system descriptions and requirements.					Sub-Total System Total \$ _____ \$ _____

Order Confirmation will be delivered via email.

Note: All readers must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

Terms and Conditions:

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check or credit card information with order form.
- All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee.
- Orders cancelled within 30 days of the show will not be refunded.
- Taxable items and rates vary among states and are subject to change. Please call for exact quote.

Options	on or before 4/23/14	from 4/24/14 to 5/8/14	after 5/8/14	number of units	TOTAL
Custom Survey for Optium S400	\$125	\$135	\$150	_____	\$ _____
Delivery of Reader to Booth (Post show pickup not available)	\$100	\$100	\$100	_____	\$ _____
Options Total					\$ _____
Preferred System and Options Total				\$ _____	

Indicate Payment Method

- ☐ Check (Orders cannot be processed unless received with payment.)
☐ Visa ☐ MasterCard ☐ American Express ☐ DISCOVER

Signature: _____

Card #: _____ Exp: ____/____/____

Mail Orders to: Experient ▪ 5202 Presidents Court, Suite 310 ▪ Frederick, MD 21703

For Assistance Contact:

Gem Hill

P: 888.267.4451

E: gem.hill@experient-inc.com

Fax Credit Card Orders to:

301.694.3286

Product Features & Options	SWAP	RT1000	S400	Connect
Capture leads anywhere	✓			
Capture leads outside of show hours	✓			
Take notes	✓	✓	optional	✓
Custom lead qualifiers	✓	✓	optional	✓
Handheld & Wireless	✓	✓		
No electricity required	✓	✓		
Leads consolidated in SWAP portal	✓			
Compact desktop unit			✓	
Leads in real time	✓	✓		
Print your leads		optional	✓	
Leads available on USB drive			✓	
Electronic copy of leads on your PC				✓



SWAP Feature Rating: ★★★★★★

- **For the latest in lead retrieval, you need SWAP!**
- Download the app directly to your phone or device
- Capture leads anywhere: in the booth, sessions, meetings, events, in the hallway, on the bus, etc.
- Custom lead qualifiers optional
- Lead retrieval is no longer limited to the show floor or by show hours, take notes anywhere
- All leads captured are consolidated in your SWAP Portal

Optium RT1000 Feature Rating: ★★★★★★

- A mobile method for capturing lead information
- Instant access to lead data ; Follow-up can begin immediately
- Handheld and wireless unit ; *No electricity required*
- Immediately sends leads to a secure, password protected website
- Booth activity can be monitored, in real time, from remote locations
- If custom questions are desired? Contact our Lead Management Specialist



Optium S400 Feature Rating: ★★★★★

- Compact, affordable lead retrieval
- Includes a paper printout
- Leads are also instantly captured via an on-board USB drive
- Quick and easy follow-up
- *Requires electricity*

Connect Feature Rating: ★★★

- For exhibitors that want optimum customization and qualification using their laptop or PC
- Includes software, a cable connector and badge reader
- Connect runs off a USB stick and no software installation is required



All Prices Subject to Applicable Taxes - All Prices Subject to Change Without Notice
Please complete this form in BLOCK CAPITALS **Please include Booth Plan if possible**

Event Information:

EVENT NAME: ISSCR 12TH ANNUAL MEETING	EVENT #: 30123
EVENT LOCATION: VANCOUVER CONVENTION CENTRE	EAST / WEST Hall / Room :
EXHIBITING COMPANY NAME:	Booth Number:
DATE REQUIRED: TIME: 	DATE FINISHED: TIME:

Customer Information:

CONTACT ON SITE: 	Mobile Phone #:
--	---

QTY.	LARGE PLASMA & LCD DISPLAYS - Includes table-top base	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	32" LCD Display (16:9) VIDEO/XGA MONITOR	\$200.00	\$600.00	
	* 40" LED Display (16:9) - Includes Speakers	\$300.00	\$900.00	
	* 52" LED Display (16:9) - Includes Speakers	\$480.00	\$1,440.00	
	* 60" LCD Display (16:9) - Includes Speakers	\$750.00	\$2,250.00	
	* Use of Wall Mount Bracket for Freeman AV Display Monitors Above ONLY	on request	on request	
	Dual Post Floor Stand 72" for Freeman AV Display Monitors Above ONLY	\$75.00	\$225.00	
	Shelf for Dual Post Floor Stand above (for DVD or Laptop)	\$15.00	\$45.00	
	Items marked with * above will require additional labour - See Terms			

QTY.	VIDEO PLAYBACK - for use with displays listed above	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Blu-Ray HD Player	\$150.00	\$450.00	
	() DVD Player - NTSC or () Multi-region DVD Player	\$65.00	\$195.00	

QTY.	COMPUTERS (Desktop / Laptop) & Printers	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Desktop PC - I7 2.8G W7 OFFICE2010 & 17" LCD monitor (16:9)	\$250.00	\$390.00	
	Laptop - I7 2.3G W7 OFFICE2010 (16:9)	\$250.00	\$390.00	
	24" LCD Display (16:9) WUXGA [No Audio Speakers]	\$110.00	\$330.00	
	HP 4250+ Laserjet Printer	\$175.00	\$350.00	
	Wireless Mouse	\$50.00	\$150.00	

QTY.	SCREENS / PROJECTORS	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Tripod Screen - () 50" x 80" or () 70" x 70" or () 84" x 84" or () 96" x 96"	\$50.00	\$150.00	
	Meeting Room LCD data/video projector (16:9) WXGA, 2500 lumens	\$320.00	\$960.00	
	Exhibition Booth LCD data/video projector (16:9) WUXGA, 5000 lumens	\$750.00	\$2,250.00	
	Video cart with black skirting () 42" or () 48"	\$30.00	\$90.00	
	Please call for rates on other screens, projectors, carts or rigging brackets	on request	on request	

QTY.	AUDIO	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Booth Audio System c/w one WIRED handheld mic, one mixer/amp, two speakers on stands	\$175.00	\$525.00	
	UHF wireless microphone () handheld or () headset or () lavalier	\$150.00	\$450.00	
	Wired Mic [Shure SM58]	\$40.00	\$120.00	
	Slim Lectern Microphone [Shure MX412C]	\$45.00	\$135.00	
	Multi-disc CD Player	\$55.00	\$165.00	
	PCDI	\$20.00	\$60.00	
	Mixer - Mackie 1202 (4*XLR + 8*1/4")	\$55.00	\$165.00	
	Powered Speaker - Mackie SRM-450 (450W RMS) c/w Speaker Stand	\$75.00	\$225.00	

QTY.	OTHER	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL

***** If you do not see what you are looking for please call our Sales Representative, Jedro Magtoto, at 604 647 7281 or email us at FreemanAV@vancouverconventioncentre.com for a customized quotation *****

PAYMENT INFORMATION REQUIRED ON REVERSE SIDE...

EQUIPMENT SUBTOTAL	
^ + 5% of Equipment Subtotal required for Cabling/Consumables	
* BASIC INSTALLATION CHARGES INCLUDES DELIVERY, INSTALL & DISMANTLE	\$155.00
ADDITIONAL LABOUR / DELIVERY CHARGES	
Goods & Services TAX (GST) 5%	
BC Provincial Sales TAX (PST) 7%	
TOTAL \$CDN	

All Prices Subject to Applicable Taxes - All Prices Subject to Change Without Notice

Copied from reverse side:

EVENT #: 30123	Hall / Room:	TOTAL \$CDN
	Booth Number:	

Payment Information:

Prepayment is required (in Canadian funds) & Credit card payments are processed on date order is placed.

Have you ever previously ordered AV with us here at Vancouver Convention Centre?

COMPANY NAME:

BILLING ADDRESS: Street

City

Province / State

Postal / Zip Code

ORDERED BY:

TELEPHONE #: ()

EMAIL ADDRESS :

FAX #: ()

☐ Master Card ☐ Visa ☐ American Express

Credit Card Number :

Expiry Date:

I hereby authorize Freeman AV or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature:

Print Name as it Appears on Card :

ORDER COMMENTS / INSTRUCTIONS

EMAIL scanned ORDER FORM TO:

FreemanAV@vancouverconventioncentre.com

or FAX ORDER FORM TO:

+ 1 604 647 7232

Upon receipt of this Order Form, an Freeman AV representative will generate an order and send it to you for your confirmation. Attached to this order will be our Supplementary Conditions. This document is also available on request.

^ An additional charge of 5% of the equipment subtotal must be applied to account for cabling & consumable items.

* Large monitors require additional labour. Installation charges will be increased to minimum of \$248.00

Additional Labour and/or delivery charges may also increase for multiple item orders or decrease for some single items.

RENTAL PERIOD.

Minimum rental period is one day. Rental period starts on the day contracted for and stops on the day when the equipment is returned to Freeman AV.

Rental charges apply to show days only and do not include installation one day prior.

Reservations are made on a 'first-come, first-serve' basis. Pricing is subject to change based upon local availability of equipment and personnel at the time of confirmation.

EXTENSION OF RENTAL

To avoid inconvenience to other customers, any extension of the rental period must be arranged prior to termination of the original rental period.

GUARANTEES & RESPONSIBILITY LIMITATION

Freeman AV guarantees performance of equipment and continuity of operation under normal circumstances. We assume no responsibility for circumstances beyond our control such as power failures or malfunctioning of systems supplied by others. In all cases, Freeman AV's liability is limited to the amount of the Freeman AV contract. In no event shall Freeman AV be liable for special, indirect, or consequential damages.

WAGES

Personnel wages are based on normal working hours Monday through Friday 7:00 a.m. to 6:00 p.m. Should the hours worked be outside of this period, labour will be charged at the applicable hourly rates. This may include overtime charges.

OVERTIME

Overtime will be charged for all hours worked over and above 8 hours in a day at a rate of 1.5 times the hourly rate. All hours worked over and above 11 hours in a day will be charged at 2 times the hourly rate. All hours worked over and above 40 hours in a week will be charged at 1.5 times the hourly rate. All hours worked on Statutory Holidays will be charged at 2 times the hourly rate.

FACILITY SERVICES AND CHARGES

Any charges levied by the meeting facility for electricity, electrical connections, connection to built-in sound systems, connection to built-in video systems, connection to built-in telecommunication networks, furniture and staging, labour, or any other charges levied relative to our activities on behalf of the customer in the facility will be the responsibility of the customer and will be quoted and invoiced directly to the customer by the facility.

LIABILITY

The customer is responsible for equipment at all times when it is under contract to the customer, and is liable for the full replacement value of the equipment, notwithstanding the fact that Freeman AV personnel may be on-site with the equipment. The customer is hereby advised of their responsibility to safeguard the equipment at all times, to ensure the security of the equipment when unattended by the customer, and to ensure pickup of the equipment by Freeman AV personnel when use is completed.

CANCELLATION

In the event of cancellation of this contract, the customer shall pay Freeman AV 100% of the total contract price.



ELECTRICAL SERVICES REQUEST 2014

This form is your official invoice – please keep a copy for your records

All electrical services are sold on a per booth or per exhibitor basis

All Orders Must Be Accompanied By Payment.

All Prices Subject to Applicable Taxes and/or Change Without Notice.

EVENT # 30123

EVENT INFORMATION:

EVENT NAME: **ISSCR 12TH ANNUAL MEETING**

BOOTH NUMBER:

EVENT DATES: **JUNE 18-21, 2014**

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____
Street City Province Postal/Zip Code

CONTACT NAME: _____ PHONE #: _____

E-MAIL: _____ FAX #: _____

Please note: ALL POWER PROVIDED FROM FLOOR AND SUPPLIED AT REAR OF BOOTH UNLESS FLOOR PLAN PROVIDED.

FOR OVERHEAD POWER OR REQUIREMENTS OVER 200A, PLEASE REQUEST A QUOTE BY FILLING OUT THE BOOTH TEMPLATE FORM - QUOTE REQUEST.

BASIC POWER	Quantity Required	Discount Rate	Standard Rate	Late Rate	TOTAL AMOUNT
*MORE THAN 5 CIRCUIT LOCATIONS WILL REQUIRE LABOUR FOR A CUSTOM LAYOUT. PLEASE INCLUDE FLOOR PLANS.		(7 days prior to event move-in)	(under 7 days to event move-in)	(24h prior to event move-in)	
☐ 750 WATTS 120 VOLTS 7.5 AMPS (MINIMUM PER EXHIBITOR)	_____ @	\$80.00	\$95.00	\$125.00	= _____
☐ 1500 WATTS 120 VOLTS 15 AMPS (STANDARD CIRCUIT)	_____ @	\$85.00	\$99.00	\$130.00	= _____
ADDITIONAL ITEMS (Does not include Labour or Power Supply)					
☐ POWER BAR WITH SURGE PROTECTION	_____ @	\$22.00	\$27.00	\$36.00	= _____
☐ 3 M (10 FT.) EXTENSION CORD	_____ @	\$17.00	\$22.00	\$28.00	= _____
☐ 5 M (15 FT.) FLAT EXTENSION CORD	_____ @	\$22.00	\$27.00	\$36.00	= _____
LIGHTING (Prices include power for light)					
☐ DOUBLE 150 WATT FLOOD LIGHT ON STAND	_____ @	\$95.00	\$110.00	\$148.00	= _____
☐ SINGLE 500 WATT QUARTZ LIGHT ON STAND	_____ @	\$95.00	\$110.00	\$148.00	= _____

PRODUCTION or COMMERCIAL POWER (200 Amps and Above, please see Booth Template form for Quote Request)

* FOR ALL 20A or 30A SERVICES PLEASE NOTE PLUG OR OUTLET TYPE ON BOOTH TEMPLATE FORM. FOR 60A AND ABOVE, CAMLOK CONNECTION PROVIDED

☐ 20 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$178.00	\$193.00	\$250.00	= _____
☐ 30 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$190.00	\$215.00	\$275.00	= _____
☐ 60 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$290.00	\$345.00	\$460.00	= _____
☐ 100 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	_____ @	\$485.00	\$525.00	\$710.00	= _____

LABOUR

*REQUIRED FOR CUSTOM BOOTH LAYOUTS, TIE-IN'S, INSPECTIONS AND SPECIFIED INSTALL TIMES

☐ ELECTRICIAN LABOUR (Weekday hourly rate)	_____ @	\$95.00	\$95.00	\$95.00	= _____
☐ ELECTRICIAN LABOUR (Hourly rate after 1700h on Weekdays on Weekends and Canadian Statutory Holidays)	_____ @	\$127.00	\$127.00	\$127.00	= _____

PAYMENT INFORMATION:

To fax form or for further inquiries:

Make Cheques Payable to:

Call (604) 647-7206 Fax (604) 647-7325

5.00% GST

SUBTOTAL

#100432764

Vancouver Convention Centre

1055 Canada Place

Vancouver, B.C. Canada

V6C 0C3

Discount Rate applicable up to 7 days prior to event move-in date. Make all payments in Canadian Funds. All orders must be accompanied by payment.

TOTAL

CANADIAN

☐ Cash ☐ Cheque ☐ Money Order ☐ Bank Wire Transfer
☐ Visa ☐ MasterCard ☐ American Express

(Add \$10.00 Service Charge to total)

Credit Card Number _____

Expiry Date _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature _____

Print Name and Title of Authorized Representative



EXHIBITOR CATERING SERVICES 2014

DAILY ORDER FORM

EVENT: ISSCR 12th ANNUAL MEETING BOOTH NUMBER: _____

COMPANY: _____ TELEPHONE: _____

CONTACT NAME: _____ FACSIMILE: _____

E-MAIL: _____

ADDRESS: _____

DELIVERY DATE: _____ DELIVERY TIME: _____

- The Vancouver Convention Centre is the exclusive supplier of all food and beverage services. No other products can be brought into our building.
- Please use a separate order form for each day an order is required, then **fax directly to the Exhibitor Services Department at 604-647-7325**.
- A more extensive menu is available on our website www.vancouverconventioncentre.com, or please call **604-689-8232** and ask for the **Catering Department for assistance**.
- Please allow for a minimum of 10 business days to process booth delivery orders.
- Upon receipt of the order, a 'Service Order Confirmation' will be sent to you for approval and signature. All orders must be prepaid in full by credit card to be considered as confirmed.
- Any orders received within 3 business days are subject to 15% surcharge.
- On-site orders are subject to additional banquet labour charge of \$120 per delivery.
- All beverage orders will be charged in full, regardless of consumption.
- Should any order be cancelled with less than 5 business days' notice, the total amount of the order will be charged fully.
- All prices are quoted in Canadian funds, subject to **18% service charge, 7% PST on Rentals, and 5% GST**.
- A designated banquet attendant can be arranged through the Catering Department, and the cost is \$30.00/hour, minimum 4 hour shift.
- For all booth delivery orders, compostable and disposable utensils will be supplied and the costs are included in the menu prices. Additional charges may apply for request of table, linen, chinaware & glassware.

FOOD: *To avoid delay in processing your order, please circle your exact selection.*

_____ x Assorted Muffins, Scones and Croissants served with Butter & Assorted Preserves	\$ 45.00 / dozen
_____ x Brick Oven Bagels served with Cream Cheese & Assorted Preserves	\$ 60.00 / dozen
_____ x Carrot Triangles, Callebaut Walnut Brownies, Pecan Tarts and Nanaimo Bars	\$ 48.00 / dozen
_____ x Assorted House Made Cookies	\$ 45.00 / dozen
_____ x Hearty Sandwiches (One Sandwich per person) (Min Qty 12)	\$ 13.00 / guest
_____ x Hearty Sandwiches with Salad (One Sandwich per person) (Min Qty 12).....	\$ 18.00 / guest
_____ x Individual Natural Yogurts (Min Qty 12).....	\$ 4.25 each
_____ x Sliced Fresh Fruit & Berries Platter (Min Qty 12)	\$ 6.00 / guest
_____ x Fresh Whole Fruit Basket (Min Qty 12)	\$ 3.00 / guest
_____ x Canadian & International Cheese Tray with Baguette and Biscuits (Min Qty 12).....	\$ 12.00 / guest
_____ x Fresh Vegetable Crudite with Herb Dip (Min Qty 12).....	\$ 5.00 / guest
_____ x Three Colour Tortilla Chips with Salsa Cruda (Min Qty 12)	\$ 4.00 / guest
_____ x Kettle Chips, Pretzels or Japanese Dry Snacks (one pound basket- Min Qty 12)	\$ 16.00 / basket
_____ x Popcorn (Individual Bags- Min Qty 60).....	\$ 3.00 / bag

BEVERAGE:

_____ x Freshly Brewed Moja Certified Organic Coffee (serves 10 cups)	\$ 47.50 / airpot
_____ x Freshly Brewed Moja Certified Decaffeinated Organic Coffee (serves 10 cups)	\$ 47.50 / airpot
_____ x Hot Water with Selection of Tea Bags (serves 10 cups).....	\$ 47.50 / airpot
_____ x 6 pack Bottled Orange, Grapefruit or Cranberry Juice (Single Servings).....	\$ 30.00 / pack
_____ x 6 pack Soft Drinks: Coke, Diet Coke, Sprite or Ginger Ale (Single Servings).....	\$ 27.00 / pack
_____ x 6 pack Bottled Water (Single Servings).....	\$ 27.00 / pack
_____ x Water Cooler/Equipment Rental (Does not include Water Jug)	\$ 25.00 / day
_____ x Water Jug 18 L (Does not include Equipment Rental).....	\$ 18.00 / each
_____ x Ice (One bin: 20 lbs).....	\$ 20.00 / bin

OTHERS:

_____ x Rental of black or white tablecloth in the size of 53"x53" or 90"x90".....	\$ 20.00 each
_____ x Rental of glass bowl for business cards.....	\$ 10.00 each



EXHIBITOR CATERING SERVICES 2014 DAILY ORDER FORM

EVENT: ISSCR 12th ANNUAL MEETING BOOTH NUMBER: _____

COMPANY: _____ TELEPHONE: _____

ADDRESS: _____ FACSIMILE: _____

_____ E-MAIL: _____

CONTACT
NAME: _____

CREDIT CARD AUTHORIZATION FORM

This fax will authorize the Vancouver Convention Centre to charge the following credit card:

☐ American Express ☐ Visa ☐ MasterCard

TOTAL AMOUNT: _____

CARD NUMBER: _____

NAME OF CARDHOLDER: _____

EXPIRY DATE: _____

SIGNATURE OF CARDHOLDER: _____

All credit card charges will be processed in full prior to the Event.
Any additional charges accrued will be charged post event.

Please fax this form to:
604-647-7325

EXHIBITOR REFERENCE LIST 2014

Dear Exhibitor

This reference list of services and informational material is provided to assist you with your upcoming event. Please take a moment to familiarise yourself with this information.

- ◆ Alcohol consumption is prohibited during move-in and move-out of shows.
- ◆ All food and beverage is exclusively provided by the Vancouver Convention Centre. It is not permissible for food and beverage, alcoholic or otherwise, to be purchased or brought in from off-site and served in the facility.
- ◆ Food and beverage sampling is not permitted unless shown to be directly relevant to the nature of the event. All sampling requests must be approved in advance by the Vancouver Convention Centre, and meet the requirements of Vancouver Coastal Health and/or Liquor Control Licensing Board. For enquires please contact the Catering Department at (604) 647-7240.
- ◆ Animals or pets, with the exception of Service Animals are not permitted in the Vancouver Convention Centre. Exceptions are for approved exhibit, activity or performance requiring use of animals. Owners take full responsibility for their animals, which must be leashed or in an enclosed pen. To enquire about approvals, please contact your Show Manager who will forward your request.
- ◆ All helium-filled balloons or other inflatable's are permitted if approved by the facility. A deposit is required. All helium tanks are to be stored and secured in an upright position in accordance with the Hazardous Chemicals Act. Approvals and requests for on-site storage of tanks should be made to your Show Manager who will then contact the facility.
- ◆ Banners can be suspended in some locations inside event space, depending on the regulations of your event. Please fill out Sign/Banner form and submit 3 weeks prior to event to the Coordinator of Business & Exhibitor Services at the Vancouver Convention Centre. This and other exhibitor forms are available through your Show Manager. All decorative materials must be treated with flame proofing before installation.
- ◆ Vancouver Convention Centre cannot accept freight shipments on behalf of exhibitors before scheduled move-in times. Vancouver Convention Centre storage space is limited and any delivery arriving before scheduled move-in may be turned away and asked to return at the appropriate time.
- ◆ All exhibits are brought into the Vancouver Convention Centre via the Truck Route. Please do not deliver freight or unload at hotel entrances or elevators. Please bring your own tools, ladders, and dollies etc to build or transport your exhibit.
- ◆ All lost and found articles are catalogued and stored for 30 days at which time they are disposed of at the discretion of the facility. To enquire about lost and found items, please contact the facility at (604) 647-7299.
- ◆ While on-site at the Vancouver Convention Centre, the Guest Service Centre is available 24-hours to respond to your enquiries. Dial 7299 from any house phone for assistance.
- ◆ In accordance with City of Vancouver Smoking by-law all Vancouver Convention Centre property/facility is designated non- smoking.
- ◆ Please ensure you have completed the necessary forms or placed online orders for the services you require. Online ordering and Exhibitor forms are available on our website www.vancouverconventioncentre.com click on Exhibitors to get started.

The Vancouver Convention Centre is the exclusive supplier of Food & Beverage, Booth Vacuuming, Electrical, Telecommunications, Plumbing and Rigging. If you require further information please contact the Coordinator, Exhibitor & Business Services at (604) 647-7206 during business hours.

www.vancouverconventioncentre.com

EXHIBITOR SAFETY & SECURITY 2014

To help ensure the safe enjoyment of the event for all participants, please review the following safety and security policies of the Vancouver Convention Centre.

- ◆ Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.
- ◆ Booth construction must conform to applicable building codes including electrical, plumbing etc. All work carried out on booths on-site must conform to WorkSafe BC regulations. Please contact the event's On-Site Safety Representative through your Show Manager for further information.
- ◆ In order to regulate and verify deliveries arriving to the facility;
 - Any deliveries to the Vancouver Convention Centre must contain the following shipping information:
 - Name and address of receiver
 - Name and address of sender
 - Event name and booth number
 - Deliveries with incomplete information will not be accepted.
 - Deliveries will not be accepted prior to the first move-in date of the event unless specifically arranged through your Show Manager with the exception of banners.
- ◆ In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit and the facilities muster station across the street from the Vancouver Convention Centre.
- ◆ Proper ID is mandatory on-site during all move-in, event and move-out days.
- ◆ Vancouver Convention Centre has 24 hour first aid on-site who are the first responders to on-site medical emergencies. If you require medical assistance, dial 7500 from any house phone, or (604) 647-7299 from an outside line.
 - Give as much information as possible including your location, age of person requiring assistance, and **Do Not Panic**
 - The nearest hospital is only minutes away and Vancouver Convention Centre will call for EHS immediately once it is required
 - If you have a medical condition that EHS should be made aware of, please wear your medical ID bracelet
- ◆ No pedestrian traffic is allowed on the truck route. No off-loading of your vehicle is permitted on the truck route.
- ◆ Children under the age of 16 are prohibited from being in the event space during move-in or move-out
- ◆ Obey the Truck Route speed limit.

Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.

EXHIBIT FIRE PREVENTION

1. Displays may not block, impede or obstruct a fire exit from view. Should the sight line of such exits be affected, the Vancouver Convention Centre Director of Fire & Safety may provide alternative plans.
2. Displays may not restrict access to or obstruct from view any fire hose cabinet, fire hydrant or fire department connection.
3. When booth layouts are done, care must be taken to avoid dead corridors with appropriate fire aisles designated.
4. Decorative covers or booths shall be flame proofed or properly treated with a flame-retardant chemical.
5. If the following materials are used for display or decorative purposes, they must be flame retardant or, in case of natural foliage, treated with an anti-dormant spray:
 - Artificial flowers
 - Plastic materials
 - Textiles
 - Artificial/natural foliage
 - Paper, cardboard or compressed paperboard
 - Any other material used for festive decorationWallpaper is permitted if pasted securely to walls or wallboard backing.
6. The following materials may be used indoors under certain circumstances with special permission:
 - Straw and hay
 - Corrugated paper
 - Paper backed foil
 - Acetate fabrics
 - Flammable liquid
 - Combustible material used for covering tables or for skirting tables
7. It is necessary to flameproof textiles, paper and other combustible merchandise on display. This may be limited to an acceptable quantity.
8. Open flame shall not be used solely for attracting attention.
9. The use of open flame is limited to equipment that requires open flame to demonstrate the function of such equipment. Approval is required from the Vancouver Convention Centre's Director of Fire & Safety who will ensure that the equipment set-up complies with safety standards. An approved fire extinguisher will be required in the display area.
10. Flammable, combustible and/or compressed gasses including propane may be used or displayed with approval of the Vancouver Convention Centre Director of Fire & Safety. Any such installations may be subject to gas inspections by the Gas Inspector. Propane must have an approved restriction device and be no larger than 20 lbs. With regard to aerosols, pressurized containers, not exceeding 500-ml capacity of each product classified as a flammable liquid may be exhibited. Restrictions do not apply to non-flammable products.
11. Internal combustion engines, vehicles or equipment cannot contain more than one-quarter tank of gasoline or fuel and must be inoperable, e.g. battery and/or ignition disconnected, or the vehicle is locked and the hood cannot be opened from the outside of the vehicle. Fuel caps must be taped or locked shut, drip pans are required under all vehicles while inside the facility and keys are to be left with Vancouver Convention Centre's Guest Services. Vehicles that are equipped with pressurized nitrous oxide tanks must have the tanks emptied prior to display in the facility.
12. Boxes and cartons from which merchandise has been removed must be neatly piled in storage areas designated by Show Management or the Vancouver Convention Centre's Director of Fire & Safety.
13. All electrical appliances, electrical cords and electrical connections must be CSA approved. All outlet bars must be fused.
14. Any booth which may pose a particular hazard by the storage or actions within must provide a portable fire extinguisher with a minimum rating of 5 to 20lbs, type ABC. This will include cooking, use of propane, etc. Only one propane tank permitted in a booth at a time. Additional tanks must go to designated storage area.
15. If it is deemed by the Vancouver Convention Centre that a display or action of any exhibitor may affect public safety, the exhibitor shall accept the required changes or Show Management shall be required to evict the exhibitor.
16. These guidelines to fire safety are general requirements only. For more detailed information, please contact your Vancouver Convention Centre's Event Manager.



FOOD SAMPLING

(Effective January 2014)

The Vancouver Convention Centre retains the exclusive right to provide and control all food & beverage services for any event held at the Vancouver Convention Centre. Food and beverage sampling is generally not permitted however, certain exceptions may be granted for trade shows and/or conventions that are directly related to the food and beverage industry.

In those circumstances, a detailed list of the products that will be sampled with quantities must be submitted to the Vancouver Convention Centre two weeks in advance of the scheduled event. Food service exhibitors may only offer food and beverage samples in the exhibition area. Sampling portions are limited to 4 ounces of liquid (non-alcoholic) and 1 ounce of food. Exhibitors may only produce samples of product that they serve and/or produce for the purpose of promoting their merchandise.

All sampling is subject to compliance of health, safety and sanitation, or other specific requirements of the Vancouver Coastal Health Authority, and where applicable, the Provincial and Federal Department of Health and Agriculture. Health regulations may require that any prepared products be appropriately inspected and licensed for consumption by the Vancouver Coastal Health Authority. It is the responsibility of the Client/Exhibitor to comply with all local health and safety regulations which may include sink installations at the cost of the Client/Exhibitor. A minimum of 14 days' notice is required for the application of a 'Temporary Food Booth Permit' from the Vancouver Coastal Health Authority.

For further information and permitting, please visit
http://www.vch.ca/your_environment/food_safety/permits/ or contact:

Vancouver Coastal Health Authority
#800-601 West Broadway
Vancouver, BC - V5Z 4C2
Phone: 604 675-3800
Fax: 604 736-8651

Trade shows or Exhibitors that require the Vancouver Convention Centre kitchen staff to assist with food preparations must complete a Product Preparation Information Sheet. This can be obtained from your Catering Sales Manager and must be completed in full for each product, and submitted to the Vancouver Convention Centre no later than 14 days prior to the event move-in date. The Client/Exhibitor will be responsible for all charges at current rates including equipment rental, labour, and any supplementary food and/or cleaning supplies required. All deliveries are to be sent to the Vancouver Convention Centre's loading dock and must be clearly labelled with event name, event dates, and exhibitor's on-site contact. Frozen food must arrive three days prior to the event, and fresh food, a minimum of 24 hours prior. The Vancouver Convention Centre reserves the right to refuse food preparation for any products received after the above time lines.

Any use or access to the Vancouver Convention Centre food service areas must be approved in advance by the Catering Department.



GENERAL PARKING INFORMATION

ADDITIONAL PARKING AT OR NEAR 1055 CANADA PLACE (West Facility)

1. **Impark** at Vancouver Convention Centre **West** 1055 Canada Place

See page 2 for map directions

(Heading west 1st traffic light past Burrard Street, parking entrance is located ½ block down on right hand side inside Vancouver Convention Centre **West**)

or

Heading north on Burrard Street turn left at traffic light foot of Burrard Street, parking entrance is located ½ block down on right hand side inside Vancouver Convention Centre **West**)

440 stalls

\$30.00 per day (**All prices are subject to change without notice**)

Payment is on-site only by exact coin or by credit card at parking meters located at entrance to parking lot

2. DPC (604) 682-6744 - 900 Cordova Street – 370 stalls
3. 200 Granville Street –Imperial Parking (604) 681-3233 ask for extension 273 or 257 – 450 stalls
4. Station East – Imperial Parking (604) 681-3233 ask for extension 288 – 600 stalls
5. Impark (open lot beside Seabus Terminal)
6. Pacific Centre (604) 688 - 7235
7. Commerce Place 400 Burrard Street
8. Waterfront Centre - 200 Burrard Street – (604) 682-2267 – 750 stalls
9. 555 Cordova Street – 100 stalls

PARKING AT 999 CANADA PLACE – VINCI PARK (East Facility)

Phone: (604) 684-2251 for parking rates & advance parking arrangements or visit their website

<http://www.vinciparkcanadaplace.ca/reserve-a-space.html>

See page 2 for map directions

Enter at east side of building (foot of Howe Street) obtain ticket from dispenser & proceed to P1 or P2 for parking

Use Convention Centre/Hotel elevators (not World Trade Centre elevators)

For Convention Level: Press “G” for Registration, Ballrooms & Exhibits. For Meeting Rooms: Press “M”

If arriving from alternate parking locations, enter the Vancouver Convention Centre through the lobby doors located to the west of the hotel entrance. Ballrooms and Exhibition Halls are at lobby level. For Meeting Rooms, take escalator up one level

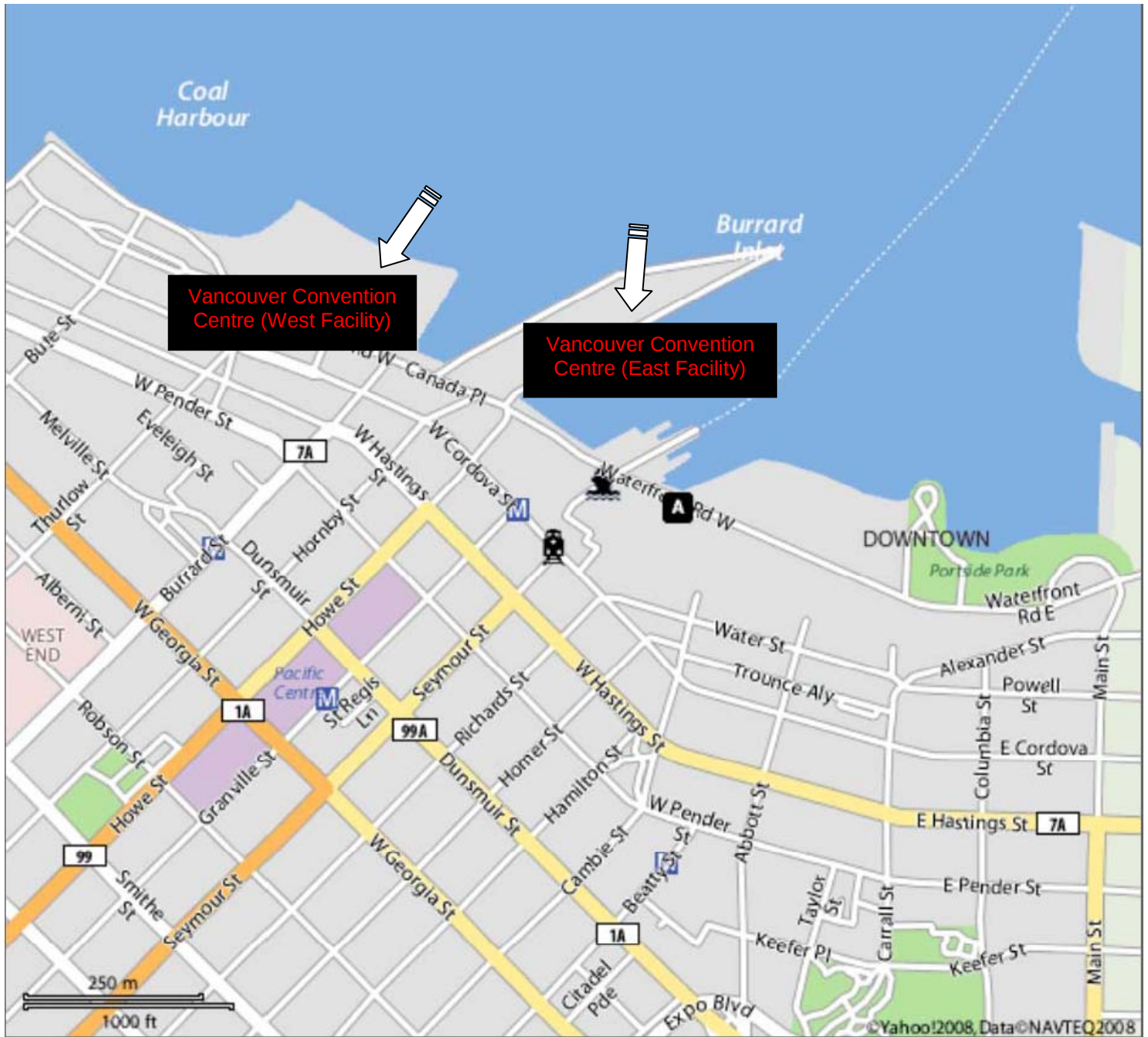
Canada Place Operations – 604-775-7063

Transit / Skytrain – (604) 953-3333

Seabus – (604) 986-1501



PARKING DIRECTIONS





LIQUOR SAMPLING

(Effective January, 2014)

Liquor sampling is not permitted unless shown to be directly relevant to the nature of the event.

All liquor sampling requests must be approved in advance by the Vancouver Convention Centre and must meet the requirements of the Liquor Control Licensing Board (LCLB).

The LCLB prohibits any third party from offering liquor samples, unless the products are purchased from the Vancouver Convention Centre, holder of the liquor license. Regular retail Vancouver Convention Centre prices will apply. In addition, LCLB requires that all liquor products be dispensed by Vancouver Convention Centre staff, which is chargeable to the exhibitor or Show Management. The service or sampling of liquor not purchased from the Vancouver Convention Centre i.e. donated or sponsored product, is strictly prohibited per LCLB regulations.

If liquor sampling is approved by the Vancouver Convention Centre, Show Management may request to offer sampling under its own Special Occasion License (SOL). This request will require the approval and agreement of the facility and will require that the client submit an operation plan in advance to ensure that all sampling activities are in accordance with Vancouver Convention Centre policies and in compliance with the rules and regulations of the Liquor Control & Licensing Act. Once the request and the operation plan are approved and agreed upon, the facility will make application to LCLB to de-license for the time period of liquor sampling under the SOL.

Under the SOL, only agents or manufacturers are permitted to supply and dispense their own liquor products for sampling, and they are required to have 'Serving it Right' certifications which must be on their person while at the event. Regular liquor licensees such as bar and pub operators are not eligible in this category. Under the SOL, the Show Management must bear all liabilities related to liquor service and the VCEC will be restricted from offering any alcoholic service during the event and may require additional insurance coverage.

Please note that it requires a minimum of 60 days notice for application to the LCLB for the facility to de-license and an SOL to be issued.

Maximum sample sizes are:

- 1/3 ounce (10ml) for liquors or liqueurs;
- 1 ounce (30ml) for wine;
- 1 ounce (30ml) for beer, cider or coolers

For more information, please refer to website www.gov.bc.ca/pssg (under Liquor Licensing) or contact Liquor Inspector, at telephone number 604 775-0100 or fax number 604 775-0044.



PLUMBING SERVICES REQUEST 2014

This form is your official invoice – please keep a copy for your records
All plumbing services are sold on a per booth or per exhibitor basis
All Orders Must Be Accompanied By Payment.
All Prices Subject to Applicable Taxes and/or Change Without Notice.

EVENT # 30123

EVENT INFORMATION:

EVENT NAME: **ISSCR 12TH ANNUAL MEETING**
EVENT DATES: **JUNE 18-21, 2014**

BOOTH NUMBER:

CUSTOMER INFORMATION:

COMPANY NAME: _____
COMPANY ADDRESS: _____
Street City Province Postal/Zip Code
CONTACT NAME: _____ PHONE #: _____
E-MAIL: _____ FAX #: _____

Please note: SINKS WILL BE PROVIDED ALONG BACK OF BOOTH UNLESS FLOOR PLAN PROVIDED. ALL PLUMBED SINK REQUESTS WILL BE REVIEWED TO CONFIRM PLUMBING PORT IS AVAILABLE FOR SERVICE PRIOR TO PAYMENT BEING PROCESSED.
FOR ALL HEALTH CODE REQUIREMENTS PLEASE CONTACT VANCOUVER COASTAL HEALTH.

SINKS	Quantity Required	Discount Rate (7 days prior to event move-in)	Standard Rate (under 7 days to event move- in)	Late Rate (under 24h to event move-in)	TOTAL AMOUNT
*MORE THAN 1 CONNECTION MAY REQUIRE PLUMBING LABOUR. PLEASE INCLUDE FLOOR PLANS.					
☐ SELF CONTAINED, TRIPLE BASIN STAINLESS STEEL SINK. HOT/COLD WATER (ONE 5 GALLON TANK, NOT PLUMBED)	_____ @	\$426.00	\$483.00	\$675.00	= _____
☐ PLUMBED, TRIPLE BASIN STAINLESS STEEL SINK. HOT/COLD WATER SUPPLY & DRAIN	_____ @	\$545.00	\$628.00	\$854.00	= _____
☐ PLUMBED, SINGLE BASIN, LAUNDRY SINK. COLD WATER SUPPLY & DRAIN	_____ @	\$310.00	\$355.00	\$480.00	= _____
WATER SERVICES					
☐ COLD WATER SUPPLY & DRAIN	_____ @	\$228.00	\$285.00	\$385.00	= _____
☐ COLD WATER SUPPLY ONLY	_____ @	\$173.00	\$201.00	\$283.00	= _____
☐ HOT WATER SUPPLY ONLY (Space for hot water tank required)	_____ @	\$285.00	\$327.00	\$446.00	= _____
☐ TANK FILL & EMPTY (Less than 50 Imperial Gallons)	_____ @	\$96.00	\$107.00	\$148.00	= _____
☐ TANK FILL & EMPTY (Greater than 50 Imperial Gallons)	_____ @	by Quote	by Quote	by Quote	= _____
LABOUR					
☐ PLUMBING LABOUR (Weekday hourly rate)	_____ @	\$96.00	\$96.00	\$96.00	= _____
☐ PLUMBING LABOUR (Hourly rate after 1700h on Weekdays, on Weekends and Canadian Statutory Holidays)	_____ @	\$128.00	\$128.00	\$128.00	= _____

PAYMENT INFORMATION:

Make Cheques Payable to:
Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada
V6C 0C3

To fax form or for further inquiries:
Call (604 647-7206) Fax (604) 647-7325

Discount Rate applicable up to 7 days prior to event move-in
date. Make all payments in Canadian Funds. All orders must
be accompanied by payment.

SUBTOTAL

5.00% GST (#100432764)

TOTAL
CANADIAN

☐ Cash ☐ Cheque ☐ Money Order
☐ Visa ☐ MasterCard ☐ American Express

☐ Bank Wire Transfer
(Add \$10.00 Service Charge to total)

Credit Card Number _____

Expiry Date _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature _____

Print Name and Title of Authorized Representative



PRODUCT PREPARATION INFORMATION SHEET

USE ONLY FOR PRODUCTS THAT REQUIRE
PREPARATION OR DELIVERY BY
VANCOUVER CONVENTION CENTRE STAFF
(Effective January 2014)

PHONE: 604-689-8232
Fax: 604-647-7246

Attn: Catering Manager

DEADLINE FOR SUBMISSION: Two Weeks Prior to Event Move-in Day

EVENT NAME: _____ EVENT DATE: _____

COMPANY NAME: _____ BOOTH #: _____

COMPANY ADDRESS: _____

COMPANY CONTACT: _____ PHONE #: _____

EMAIL: _____ FAX #: _____

PRODUCT NAME: _____

PRODUCT DETAILS: Please use SEPARATE PAGE FOR EACH PRODUCT

Include description of product, size of case, portions per case and number of cases

TOTAL QUANTITY OF PRODUCT TO BE PREPARED: _____

PREPARATION & COOKING INSTRUCTIONS:

Include detailed instructions for VCC staff to prepare your product (storing, thawing, cooking, portioning etc.) Attach recipes if required

INDICATE ITEMS REQUIRED TO PURCHASE FROM VCC:

(toothpicks, portion cups, plastic cutlery, plates, napkins etc)

PLEASE NOTE: No equipment is included. Please fill out the equipment rental list attached for any requirements

WILL YOUR PRODUCT BE DELIVERED TO VCC FRESH OR FROZEN? *(Please circle)*

WHAT DAY AND TIME WILL YOUR PRODUCT BE DELIVERED TO VCC?

*Frozen product **must** arrive 3 days prior to the Event Day, and fresh product **must** arrive at least 24 hours prior to Event Day. VCC reserves the right to refuse any preparation on product delivered after these time lines.*

All deliveries to the VCC must be clearly labeled with event name, event dates and exhibitor's on-site contact.

Please note that deliveries must be made Monday – Friday 8am-4pm

PREPARED PRODUCT BOOTH DELIVERY DATE: _____

PLEASE NOTE: Prepared food will be delivered to your booth one time. If you require multiple deliveries there will be a banquet runner required at a cost of \$30.00/hour with a minimum of 4 hours.

BOOTH DELIVERY TIMES & AMOUNTS: _____

(For prepared product)

Please fax request to: 604-647-7246

Quote for services will be provided after requirements have been assessed.

Requests for food preparation received after

Deadline may not be considered.

Please refer to the Food Sampling Guideline for our policies and procedures



EXHIBITOR SECURITY REQUEST 2014

This form is your official invoice – please keep a copy for your records
All Prices Subject to Applicable Taxes
All Prices Subject to Change Without Notice

EVENT #: 30123

EVENT INFORMATION:

EVENT NAME: **ISSCR 12TH ANNUAL MEETING**

BOOTH NUMBER:

EVENT DATES: **JUNE 18-21, 2014**

DATE(S) SECURITY REQUIRED:

(SPECIFY EACH DATE REQUIRED)

CUSTOMER INFORMATION:

COMPANY NAME:

COMPANY ADDRESS:

Street

City

Province/State

Postal/Zip Code

ON-SITE CONTACT NAME:

TELEPHONE #: ()

E-MAIL:

FAX #: ()

DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN DATE (4 hour minimum call time for all labour)

SHIFT TIMES	X RATE	X # OF DAYS	TOTAL
= _____ HOURS	\$28.00/Hr.		
= _____ HOURS			
= _____ HOURS			

ORDERS RECEIVED 48 HOURS & UNDER (NEW OR CHANGES, CANCELLATIONS NON-REFUNDABLE)

SHIFT TIMES	X RATE	X # OF DAYS	TOTAL
= _____ HOURS	\$49.00/Hr.		
= _____ HOURS			
= _____ HOURS			

ORDERS PRIOR TO 48 HOURS NOTICE FOR CANADIAN STATUTORY HOLIDAYS @ \$56.00 / HOUR
ORDERS 48 HOURS & UNDER NOTICE FOR CANADIAN STATUTORY HOLIDAYS @ \$98.00/ HOUR

SPECIAL INSTRUCTIONS:

PAYMENT INFORMATION:

Make Cheques Payable to:

**Vancouver Convention Centre
1055 Canada Place
Vancouver, BC Canada V6C 0C3**

To fax your form or for further inquiries:

Call (604) 647-7206

Fax (604) 647-7325

Discount Rate applicable up to 7 days
prior to event move-in date. Make all
payments in Canadian Funds. All orders
must be accompanied by payment.

SUB TOTAL

5.00% GST (#100432764)

**TOTAL
CANADIAN**

☐ Cash ☐ Cheque ☐ Money Order

☐ Visa ☐ MasterCard ☐ American Express ☐ Bank Wire Transfer# (Add \$10.00 Service Charge to total): _____

Credit Card Number: _____ Expiry Date: _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to provide the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: _____

Print Name and Title of Authorized Representative

SHIPPING & HANDLING TIPS

How can we remember all of the steps in shipping our exhibit to and from a convention? The best way to master this task is to do it in three steps... pre-show... during show... and after show. A shipping and handling checklist can help keep track of the key areas. Here's an example which you can customize to fit your requirements.

PRE-SHOW

1. Decide if you want to ship to the general contractor's warehouse or directly to the show site.
2. Check the service manual for freight receiving dates, i.e.: target date, warehouse receiving date, warehouse cut-off date, etc.
3. Arrange with your freight carrier to pick up your freight and ship it to the desired location.
 - Make sure your carrier will arrive on the designated date. Missing target dates and times can cost you unnecessary added expense.
 - Make sure that freight is shipped "**PREPAID**".
 - Make sure that you obtain a copy of the signed bill of lading from your carrier. **BRING A COPY WITH YOU TO SHOW SITE.**
 - For security reasons, it is best to ship high-tech equipment in unmarked containers.
4. Once materials have been shipped, forward a copy of your shipping bill of lading to the contractor, along with shipping information forms (if they have not been submitted already).
5. Begin tracing your freight with the freight carrier to ensure an on-time schedule.
6. Trace freight with the drayage contractor to ensure receipt. Confirm the number of pieces received and any "exceptions" to delivery. (Exceptions are piece count discrepancy or damages).

SHOW SITE

1. Confirm the number of pieces in your booth with the number of pieces shipped.
2. Once you have set your booth:
 - Place "*empty*" storage tags on **ALL** empty containers. You can get these at no cost from the general contractor.
 - Write your company name and booth number on the empty tags in **BIG LETTERS!**
 - Do not leave **ANYTHING** in empty containers.
 - If possible, place smaller containers inside larger containers to cut down on the amount of empty containers you need to keep track of.
 - Make sure to count the number of cartons for storage and develop your own empty container list.
3. **ALWAYS** make outbound shipping arrangements with the drayage contractor for your materials. Unclaimed freight left on the floor after a show can be an added expense for you.
4. If you have not designated a carrier, ask your Show Manager for help.
 - Ask for rates.
 - Ask for an anticipated shipping schedule.
 - Ask for a business card with information that would allow you to trace.
5. Obtain a shipping bill of lading and shipping labels from the general contractor.
6. After materials are all repacked and ready for shipping, count the number of items to be shipped and indicate that amount on the bill of lading.
7. Materials must be left in the booth space for pick up.
8. Turn the bill of lading over to the general contractor. **DO NOT** leave the bill of lading in the booth with materials that will be shipped.
 - Have the customer service representative check your bill of lading to be sure all necessary information is completed.
 - Make sure you receive a copy of the bill of lading.

AFTER SHOW

1. Trace freight with the designated outbound carrier.
2. Ensure arrival of your freight at the final shipping destination. Confirm the number of pieces and note any exceptions, i.e.: missing pieces, damages, etc.

REMEMBER THAT BILLS OF LADING ON INBOUND AND OUTBOUND SHIPMENTS ARE CRITICAL IF YOU AND THE GENERAL CONTRACTOR NEED TO TRACE ANY MISSING FREIGHT!



SIGN/BANNER INSTALLATION & DISMANTLE

REQUEST 2014

This form is your official invoice – please keep a copy for your records

All Prices Subject to Applicable Taxes

All Prices Subject to Change Without Notice

LISTED PRICES ARE FOR BANNERS 25LBS AND UNDER & DO NOT EXCEED 8 LINEAR FEET. ALL BANNERS OVER 25LBS & 8 LINEAR FEET WILL REQUIRE CUSTOM QUOTING.

EVENT #: **30123**

COMPLETED FORM REQUIRED (MAY 27, 2014) 21 DAYS PRIOR TO EVENT MOVE IN DATE

BANNER (S) MUST ARRIVE ON SITE **JUNE 11, 2014**

EVENT INFORMATION

EVENT NAME: **ISSCR 12TH ANNUAL MEETING**

BOOTH
NUMBERS:

EVENT DATES: **JUNE 18-21, 2014**

METHOD OF

SHIPPING:

CUSTOMER INFORMATION: DIAGRAM MUST BE COMPLETED FOR APPROVAL TO BE GRANTED (PAGE 2 ATTACHED)

COMPANY NAME:

COMPANY ADDRESS:

Street

City

Province/State

Postal/Zip Code

CONTACT NAME:

TELEPHONE #: ()

E-MAIL:

FAX #: ()

PRICES AS LISTED ARE FOR 25LBS AND UNDER & DO NOT EXCEED 8 LINEAR FEET- CUSTOM QUOTES ARE REQUIRED FOR BANNERS OVER 25LBS & 8 LINEAR FEET. INACCURATE REPORTING OF BANNER WEIGHTS WILL RESULT IN DELAYS, INABILITY TO HANG BANNERS AND HIGHER COSTS BILLED TO EXHIBITOR.

21 days prior with payment \$575.00 Canadian (25lbs & under & do not exceed 8 linear feet)	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= \$
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN
20 days prior with payment \$725.00 Canadian (25lbs & under & do not exceed 8 linear feet)	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= \$
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN

PAYMENT INFORMATION:

Make cheques payable to:

**VANCOUVER CONVENTION CENTRE
1055 CANADA PLACE
VANCOUVER, BC CANADA
V6C 0C3**

**Advance orders with payment
are 21 days prior to event move-in date.
All orders must be accompanied
by payment. Make all payments
in Canadian Funds.**

**To fax your form or for
Further inquiries**

**Call (604) 647-7206
Fax (604) 647-7325**

☐ Cash ☐ Cheque ☐ Money Order

☐ Visa ☐ MasterCard ☐ American Express ☐ Bank Wire Transfer (Add \$10.00 Service Charge to total) _____

Credit Card Number:

Expiry Date:

Print Name as it Appears on Card:

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature:

Print Name and Title of Authorized Representative



SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2014
Listed prices are for banners 25lbs and under. All banners over 25lbs will be custom quoted.

EVENT #: 30123

EVENT INFORMATION:EVENT NAME: ISSCR 12TH ANNUAL MEETINGBOOTH
NUMBERS:EVENT DATES: JUNE 18-21, 2014

DIAGRAM REQUIRED – Please draw or attach diagram of Exhibition Booth and show Banner placement. Indicate number of hanging points for sign/banner.

PLEASE NOTE:

Sign/Banners must arrive at Vancouver Convention Centre 5 business days prior to event move-in (see your arrival date indicated below).

SIGN/BANNER SPECIFICATIONS:

BOOTH SIZE _____

BANNER MATERIAL _____

BANNER LENGTH _____

OF SIGNS/BANNERS TO BE HUNG _____

BANNER PLACEMENT (ie: centred to table):

BANNER HEIGHT FROM GROUND _____

BANNER WEIGHT _____

INSTALL DATE & TIME _____

DISMANTLE DATE & TIME _____

ALL ORDERS MUST BE SUBMITTED COMPLETE WITH DIAGRAM NO LATER THAN 1700 HRS ON, MAY 27, 2014

(Your order must be received at the Vancouver Convention Centre 21 days prior to event move-in date. Your banner must arrive on site 5 business days prior to move-in date.)

YOUR SIGN/BANNER MUST BE RECEIVED BY 1700 HRS ON JUNE 11, 2014

SHIPPING INSTRUCTIONS:

All shipments must have all of the below information attached to the outside of each piece of your shipment.

Show Name: _____ Booth # _____
c/o Vancouver Convention Centre
With full mailing address to either the East or the West Building
dependent on where your event is scheduled to take place.



TELECOMMUNICATIONS REQUEST 2014

This form is your official invoice – please keep a copy for your records

All Prices Subject to Applicable Taxes

All Prices Subject to Change Without Notice

(Please see reverse side for terms & conditions)

EVENT #: **30123**

EVENT INFORMATION:

EVENT NAME: **ISSCR 12TH ANNUAL MEETING**

BOOTH NUMBER:

EVENT DATES: **JUNE 18-21, 2014**

Include Booth Plan if possible.

CUSTOMER INFORMATION:

COMPANY NAME:

COMPANY ADDRESS:

Street

City

Province/State

Postal/Zip Code

CONTACT NAME:

TELEPHONE #:

E-MAIL:

FAX #:

ORDER INFORMATION: **Payment must accompany order form.**

NOTE: **Orders placed less than 7 days prior to the event move-in are charged at the Standard Rate.**

TELEPHONE SERVICES

Please submit floor plan outlining all telecom services

Number Required	Discount Rate (up to 7 days prior to event move-in)	Standard Rate (under 7 days to event move- in)	On-Site Rate	Total Amount
VOICE SERVICE	@ \$ 295.00	\$ 395.00	\$475.00	
Includes 1-IP phone set, FREE North America Long distance calling & the most popular calling features such as voice mail, call forwarding, call display).				
FAX Line (equipment not included)	@ \$ 245.00	\$ 275.00	\$340.00	
(For Fax Machines) Fax Line is programmed with dial 9 for outside access.				
POS Line – Analog Phone Line (equipment not included)				
<i>please select the required type of connection:</i>				
☐ Phone Line (Analog) ☐ Wired Internet (Ethernet)	@ \$ 245.00	\$ 275.00	\$340.00	
(For Credit Card/Debit Machines) POS Analog Line is programmed with dial 9 for outside access.				
MULTI-LINE, SPEAKERPHONE SERVICES, POLYCOM, OFFICE ARRANGEMENTS, CUSTOM ORDERS	On Request please call 604-647-7206			

PAYMENT INFORMATION:

Make cheques payable to:

To fax your form or for further inquiries:

**Vancouver Convention Centre
1055 Canada Place
Vancouver, BC Canada V6C 0C3**

Call (604) 647-7206

Fax (604) 647-7325

Discount Rate applicable up to 7 days prior to event move-in date. **On-site Rate applicable for each on-site order.** Make all payments in Canadian Funds. All orders must be accompanied by payment.

- ☐ Cash ☐ Cheque ☐ Money Order
☐ Visa ☐ MasterCard ☐ American Express ☐ Bank Wire Transfer # (Add \$10.00 Service Charge to total)

Credit Card Number:

Expiry Date:

Print Name as it Appears on Card:

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: _____

Print Name and Title of Authorized Representative

SUB TOTAL	
5.00% GST (# 100432764)	
7.00% PST (#1001-0174)	
TOTAL CANADIAN	

TERMS & CONDITIONS

1. Requests for service and special arrangements at the advance rate must be received no less than seven (7) days prior to scheduled arrival time for move-in. Otherwise the standard rate applies to each service.
2. Complete information must be provided on the Telephone/Internet Order Request Form to ensure prompt processing of the order. Incomplete information will delay processing.
3. Conditions for processing service order forms:
 - a) Payment for service must accompany service orders.
 - b) For new service required at time of show please call (604) 647-7299 or visit the Vancouver Convention Centre Service Desk located on the floor of your show during scheduled move-in times.
4. Credit will not be given for service installed and not used.
5. The Customer will be fully responsible for the safekeeping of any equipment during the show and its prompt return at the close of the show to Vancouver Convention Centre personnel.
6. It is understood that if after assignment, Vancouver Convention Centre must change a pre-assigned I.P. address, the Customer has no recourse for compensation against Vancouver Convention Centre. Every effort will be made to maintain the originally assigned address.
7. Only Vancouver Convention Centre personnel are authorised to modify system wiring or cabling.
8. Material and equipment furnished by Vancouver Convention Centre for this service order shall remain the property of Vancouver Convention Centre.
9. Customer shall not and shall not permit any of its users or other third parties to:
 - (a) disclose private communications without permission to parties other than the intended recipient, or the disclosure of confidential information;
 - (b) restrict or inhibit any other user from using and enjoying the Internet;
 - (c) post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
 - (d) post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (e) upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or rightholder; or
 - (f) abuse or fraudulently use the Internet in any way not specifically set forth above.
10. Limitation of Liability
 - (a) Customer understands that Customer and its users may access the Internet through the service. Customer understands further that neither the Vancouver Convention Centre nor its Internet Service Provider operate or control the Internet in any way, and that all merchandise, information and services offered or made available or accessible on the Internet are offered or made available or accessible by third parties.
 - (b) Customer assumes total responsibility and risk for Customer's and its users' use of the service and the Internet. Neither the Vancouver Convention Centre nor its Internet Service Provider make any express or implied warranties, representations or endorsements whatsoever (including without limitation warranties of title or noninfringement, or the implied warranties of merchantability or fitness for a particular purpose) with regard to any merchandise, information or service provided through the Internet, and neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable for any cost or damage arising either directly or indirectly from any such transaction. It is solely Customer's and its users' responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services and other information, and the quality and merchantability of all merchandise, provided on the Internet generally.
 - (c) Customer understands further that the Internet contains unedited materials some of which are sexually explicit or may be offensive to some people. Customer and its users access such materials at their own risk. The Vancouver Convention Centre and its Internet Service Provider have no control over and accept no responsibility whatsoever for such materials.
 - (d) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied, including but not limited to warranties of title, noninfringement or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the Vancouver Convention Centre or its Internet Service Provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the Vancouver Convention Centre nor its Internet Service Provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the Internet is free of viruses, worms, trojan horses or other harmful components.
 - (e) Under no circumstances shall the Vancouver Convention Centre or its Internet Service Provider or their affiliates or contractors be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from Customer's or its users' use of or inability to use the service or to access the Internet or any part thereof, or Customer's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
 - (f) Without in any manner limiting the express limitations contained in this section, neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable to Customer or its users or any other parties for any:
 - (i) act or omission of a telecommunications carrier whose facilities are used in establishing connections;
 - (ii) disclosure of private communications to parties other than the intended recipient, or the disclosure of confidential information;
 - (iii) restriction or inhibition imposed by a third party;
 - (iv) posting, transmittal or receipt of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
 - (v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;
 - (vii) infringement of patents or other proprietary rights; or
 - (viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.



BOOTH VACUUMING & SHAMPOOING REQUEST 2014

This form is your official invoice – please keep a copy for your records

All Prices Subject to Applicable Taxes
All Prices Subject to Change Without Notice

EVENT #: 30123

EVENT INFORMATION:

EVENT NAME: **ISSCR 12TH ANNUAL MEETING**

BOOTH NUMBER:

EVENT DATES: **JUNE 18-21, 2014**

DATES VACUUMING REQUIRED: _____

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____

Street City Province/State Postal/Zip Code

CONTACT NAME: _____ TELEPHONE #: () _____

E-MAIL: _____ FAX #: () _____

BOOTH CARPET VACUUMING – EXHIBIT BOOTHS 200 SQ. FT. (10' X 20') OR UNDER

	NUMBER OF DAYS	UNIT AMOUNT	TOTAL AMOUNT	Vancouver Convention Centre Use Only
☐ DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN.	_____ X	\$ 22.00 =	_____	
☐ STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN.	_____ X	\$ 30.00 =	_____	

BOOTH CARPET VACUUMING – EXHIBIT BOOTHS OVER 200 SQ. FT.

	TOTAL Square Feet	NUMBER OF DAYS	UNIT AMOUNT	TOTAL AMOUNT	Vancouver Convention Centre Use Only
☐ DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN.	_____ X	_____ X	\$ 0.20 =	_____	
☐ STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN.	_____ X	_____ X	\$ 0.27 =	_____	

BOOTH CARPET SHAMPOOING

	TOTAL Square Feet	NUMBER OF DAYS	UNIT AMOUNT	TOTAL AMOUNT	Vancouver Convention Centre Use Only
☐ DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN. MINIMUM \$36.00 PER BOOTH/SHAMPOO	_____ X	_____ X	\$ 0.26 =	_____	
☐ STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN. MINIMUM \$42.00 PER BOOTH/SHAMPOO	_____ X	_____ X	\$ 0.31 =	_____	

PAYMENT INFORMATION:

Make Cheques Payable to:
Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada
V6C 0C3

To fax your form or for further inquiries:

Call (604) 647-7206

Fax (604) 647-7325

SUB TOTAL

5.00% GST (#100432764)

**TOTAL
CANADIAN**

☐ Cash ☐ Cheque ☐ Money Order

☐ Visa ☐ MasterCard ☐ American Express ☐ Bank Wire Transfer (Add \$10.00 Service Charge to total) _____

Credit Card Number: _____ Expiry Date: _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to perform the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: _____

Print Name and Title of Authorized Representative



On-Site Waste Water Recycling

As part of Vancouver Centre's commitment to the environment, the West expansion utilizes its own on-site state-of-the-art wastewater treatment system to cleanse and purify black and grey water for re-use in the facility for non-potable purposes.

The system uses the latest bioreactor technology to treat wastewater to the highest standards required by the Ministry of the Environment and the Ministry of Health for reuse in toilet flushing and roof irrigation. Although the system is very robust, there are certain materials which cannot be allowed to enter the drains and toilets.

Putting the wrong things down any drain in the West facility will damage the system, cause blockages, odours, interruption of the wastewater treatment process and potentially lead to spills and contamination. Please note the following list of items that cannot go down the drains and help us maintain the integrity of our wastewater treatment system.

THESE PRODUCTS DO NOT BELONG IN THE WASTEWATER TREATMENT SYSTEM:

- **Fats, Oils and Greases**
Fats, oils and greases of any kind and in any amount will cause serious impact to the wastewater treatment system. It is not permissible to pour any of these down any drains including floor drains. All fats, oils and greases must be separately contained and removed for proper disposal.
- **Fruit, vegetable or animal matter**
The facility has an extensive organic recycling program and organic waste containers are available for collection of organic materials. Fruit, vegetable and animal matter cannot be put down any drains including floor drains.
- **Plastics, latex, rubber, fabric, cardboard, string, paper**
Items, including personal hygiene items, containing these materials cannot be disposed in toilets. Please use the proper containers that are provided for appropriate and hygienic disposal.
- **Medical and personal items**
Items such as medications, vitamins, band-aids, needles, hair, cigarette butts, cosmetics, dental floss, cotton balls or swabs cannot be disposed in toilets. Please use the proper containers that are provided for appropriate and hygienic disposal.
- **Harsh Chemicals, paper products**
With the exception of bathroom tissue, all other paper products such as paper towels, cleaning towels and personal paper products cannot be disposed in toilets. Chemicals such as strong solutions, paints and varnishes cannot be disposed in toilets and cannot go down the drains including floor drains.

Your assistance in helping maintain our state-of-the-art wastewater treatment facility is appreciated.



ENHANCED WIFI - REQUEST 2014

This form is your official invoice – please keep a copy for your records

All Prices Subject to Applicable Taxes

All Prices Subject to Change Without Notice

(Please see reverse side for terms & conditions)

EVENT #: **30123**

BOOTH NUMBER:

EVENT INFORMATION:

EVENT NAME: **ISSCR 12TH ANNUAL MEETING**

EVENT DATES: **JUNE 18-21, 2014**

CUSTOMER INFORMATION:

COMPANY NAME:

COMPANY ADDRESS:

Street

City

Province/State

Postal/Zip Code

CONTACT NAME:

TELEPHONE #:

E-MAIL:

FAX #:

NOTES: This service will work throughout the Vancouver Convention Centre.

For private networks or more bandwidth, please call for more information 604-647-7206.

Customer provided Wireless Routers or Access Points are not permitted anywhere within the Centre.

A separate access code is required for each device. Access codes are not transferable from one device to another.

Service Up to 1.5Mbps

Number Required

Rate

Total Charges

1 DAY SERVICE (FIRST USER)

\$140.00

1 DAY SERVICE (ADDITIONAL USER)

\$100.00 EACH

2 DAY SERVICE (FIRST USER)

\$250.00

2 DAY SERVICE (ADDITIONAL USER)

\$100.00 EACH

3 DAY SERVICE (FIRST USER)

\$295.00

3 DAY SERVICE (ADDITIONAL USER)

\$100.00 EACH

4 DAY SERVICE (FIRST USER)

\$385.00

4 DAY SERVICE (ADDITIONAL USER)

\$100.00 EACH

5 DAY SERVICE (FIRST USER)

\$495.00

5 DAY SERVICE (ADDITIONAL USER)

\$100.00 EACH

PAYMENT INFORMATION:

Make cheques payable to:

**Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada
V6C 0C3**

To fax your form or for further inquiries:

Call (604) 647-7206

Fax (604) 647-7325

SUB TOTAL

5.00% GST
(# 100432764)

7.00% PST
(#1001-0174)

**TOTAL
CANADIAN**

☐ Cash

☐ Cheque

☐ Money Order

☐ Visa

☐ MasterCard

☐ American Express

☐ Bank Wire Transfer # (Add \$10.00 Service Charge to total)

Credit Card Number:

Expiry Date:

Print Name as it Appears on Card:

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature:

Print Name and Title of Authorized Representative

TERMS & CONDITIONS

1. Requests for service and special arrangements at the advance rate must be received no less than seven (7) days prior to scheduled arrival time for move-in. Otherwise the standard rate applies to each service.
2. Complete information must be provided on the Telephone/Internet Order Request Form to ensure prompt processing of the order. Incomplete information will delay processing.
3. Conditions for processing service order forms:
 - a) Payment for service must accompany service orders.
 - b) For new service required at time of show please call (604) 647-7299 or visit the Vancouver Convention Centre Service Desk located on the floor of your show during scheduled move-in times.
4. Credit will not be given for service installed and not used.
5. The Customer will be fully responsible for the safekeeping of any equipment during the show and its prompt return at the close of the show to Vancouver Convention Centre personnel.
6. It is understood that if after assignment, Vancouver Convention Centre must change a pre-assigned I.P. address, the Customer has no recourse for compensation against Vancouver Convention Centre. Every effort will be made to maintain the originally assigned address.
7. Only Vancouver Convention Centre personnel are authorized to modify system wiring or cabling.
8. Material and equipment furnished by Vancouver Convention Centre for this service order shall remain the property of Vancouver Convention Centre.
9. Customer shall not and shall not permit any of its users or other third parties to:
 - (a) disclose private communications without permission to parties other than the intended recipient, or the disclosure of confidential information;
 - (b) restrict or inhibit any other user from using and enjoying the Internet;
 - (c) post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
 - (d) post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (e) upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or rightholder; or
 - (f) abuse or fraudulently use the Internet in any way not specifically set forth above.
10. Limitation of Liability
 - (a) Customer understands that Customer and its users may access the Internet through the service. Customer understands further that neither the Vancouver Convention Centre nor its Internet Service Provider operate or control the Internet in any way, and that all merchandise, information and services offered or made available or accessible on the Internet are offered or made available or accessible by third parties.
 - (b) Customer assumes total responsibility and risk for Customer's and its users' use of the service and the Internet. Neither the Vancouver Convention Centre nor its Internet Service Provider make any express or implied warranties, representations or endorsements whatsoever (including without limitation warranties of title or noninfringement, or the implied warranties of merchantability or fitness for a particular purpose) with regard to any merchandise, information or service provided through the Internet, and neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable for any cost or damage arising either directly or indirectly from any such transaction. It is solely Customer's and its users' responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services and other information, and the quality and merchantability of all merchandise, provided on the Internet generally.
 - (c) Customer understands further that the Internet contains unedited materials some of which are sexually explicit or may be offensive to some people. Customer and its users access such materials at their own risk. The Vancouver Convention Centre and its Internet Service Provider have no control over and accept no responsibility whatsoever for such materials.
 - (d) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied, including but not limited to warranties of title, noninfringement or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the Vancouver Convention Centre or its Internet Service Provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the Vancouver Convention Centre nor its Internet Service Provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the Internet is free of viruses, worms, trojan horses or other harmful components.
 - (e) Under no circumstances shall the Vancouver Convention Centre or its Internet Service Provider or their affiliates or contractors be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from Customer's or its users' use of or inability to use the service or to access the Internet or any part thereof, or Customer's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
 - (f) Without in any manner limiting the express limitations contained in this section, neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable to Customer or its users or any other parties for any:
 - (i) act or omission of a telecommunications carrier whose facilities are used in establishing connections;
 - (ii) disclosure of private communications to parties other than the intended recipient, or the disclosure of confidential information;
 - (iii) restriction or inhibition imposed by a third party;
 - (iv) posting, transmittal or receipt of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
 - (v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;
 - (vii) infringement of patents or other proprietary rights; or
 - (viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.



WIRED INTERNET REQUEST 2014

This form is your official invoice – please keep a copy for your records

All Prices Subject to Applicable Taxes

All Prices Subject to Change Without Notice

(Please see reverse side for terms & conditions)

EVENT # **30123**

EVENT INFORMATION:

EVENT NAME: **ISSCR 12TH ANNUAL MEETING**

BOOTH NUMBER:

EVENT DATES: **JUNE 18-21, 2014**

Include Booth Plan if possible.

CUSTOMER INFORMATION:

COMPANY NAME:

COMPANY ADDRESS:

Street

City

Province/State

Postal/Zip Code

CONTACT NAME:

TELEPHONE #:

E-MAIL:

FAX #:

ORDER INFORMATION:

- NOTES:
- **Wireless Routers / Wired Routers / Switches / Hubs are not permitted in the Vancouver Convention Centre.**
 - **For connecting multiple devices please indicate the number of additional devices and Ethernet Switch Rentals.**
 - For Wireless Internet please refer to the WIFI Request Form.
 - Please submit a floor plan outlining the location for each device requiring connectivity.
 - Orders placed less than 7 days prior to the event move-in are charged at the Standard Rate. Payment must accompany order form.

WIRED INTERNET SERVICES

All internet services includes one (1) device connection.

	Number Required	Discount Rate (up to 7 days prior to event move-in)	Standard Rate (under 7 days to event move-in)	On-Site Rate	Total Amount
WIRED INTERNET 2Mbps (DHCP)	_____	@ \$ 1,395.00	\$ 1,450.00	\$ 1,495.00	
WIRED INTERNET 10Mbps (DHCP or Static IP)	_____	@ \$ 4,495.00	\$ 4,695.00	\$ 4,995.00	
WIRED INTERNET 100Mbps (DHCP or Static IP)	_____	@ \$10,995.00	\$11,995.00	\$12,995.00	
Private wireless routers are NOT permitted. Signals will be deactivated due to interference with Vancouver Convention Centre WiFi					
ADDITIONAL DEVICES	_____	@ \$ 130.00	\$ 140.00	\$ 150.00	
Note: Each device accessing the Internet must be counted.					
ETHERNET 5 OR 8 PORT SWITCH RENTAL	_____	@ \$ 75.00	\$ 75.00	\$ 75.00	
Note: Each Ethernet Switch supports 4 or 7 additional devices.					

CUSTOM ORDERS - On Request please call 604-647-7206

PAYMENT INFORMATION:

Make cheques payable to:

To fax your form or for further inquiries:

**Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada
V6C 0C3**

Call (604) 647-7206

Fax (604) 647-7325

Discount Rate applicable up to 7 days prior to event move-in date. On-site Rate applicable for each on-site order. Make all payments in Canadian Funds. All orders must be accompanied by payment.

☐ Cash

☐ Cheque

☐ Money Order

☐ Visa

☐ MasterCard

☐ American Express

☐ Bank Wire Transfer # (Add \$10.00 Service Charge to total)

Credit Card Number:

Expiry Date:

Print Name as it Appears on Card:

SUB TOTAL	
5.00% GST (#100432764)	
7.00% PST (#1001-0174)	
TOTAL CANADIAN	

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature:

Print Name and Title of Authorized Representative

TERMS & CONDITIONS

1. Requests for service and special arrangements at the advance rate must be received no less than seven (7) days prior to scheduled arrival time for move-in. Otherwise, the standard rate applies to each service.
2. Complete information must be provided on the Telephone/Internet Order Request Form to ensure prompt processing of the order. Incomplete information will delay processing.
3. Conditions for processing service order forms:
 - a) Payment for service must accompany service orders.
 - b) For new service required at time of show please call (604) 647-7299 or visit the Vancouver Convention Centre Service Desk located on the floor of your show during scheduled move-in times.
4. Credit will not be given for service installed and not used.
5. The Customer will be fully responsible for the safekeeping of any equipment during the show and its prompt return at the close of the show to Vancouver Convention Centre personnel.
6. It is understood that if after assignment, Vancouver Convention Centre must change a pre-assigned I.P. address, the Customer has no recourse for compensation against Vancouver Convention Centre. Every effort will be made to maintain the originally assigned address.
7. Only Vancouver Convention Centre personnel are authorized to modify system wiring or cabling.
8. Material and equipment furnished by Vancouver Convention Centre for this service order shall remain the property of Vancouver Convention Centre.
9. Customer shall not and shall not permit any of its users or other third parties to:
 - (a) disclose private communications without permission to parties other than the intended recipient, or the disclosure of confidential information;
 - (b) restrict or inhibit any other user from using and enjoying the Internet;
 - (c) post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
 - (d) post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (e) upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or rightholder; or
 - (f) abuse or fraudulently use the Internet in any way not specifically set forth above.
10. Limitation of Liability
 - (a) Customer understands that Customer and its users may access the Internet through the service. Customer understands further that neither the Vancouver Convention Centre nor its Internet Service Provider operate or control the Internet in any way, and that all merchandise, information and services offered or made available or accessible on the Internet are offered or made available or accessible by third parties.
 - (b) Customer assumes total responsibility and risk for Customer's and its users' use of the service and the Internet. Neither the Vancouver Convention Centre nor its Internet Service Provider make any express or implied warranties, representations or endorsements whatsoever (including without limitation warranties of title or noninfringement, or the implied warranties of merchantability or fitness for a particular purpose) with regard to any merchandise, information or service provided through the Internet, and neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable for any cost or damage arising either directly or indirectly from any such transaction. It is solely Customer's and its users' responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services and other information, and the quality and merchantability of all merchandise, provided on the Internet generally.
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 - (v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;
 - (vii) infringement of patents or other proprietary rights; or
 - (viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.

F R E E M A N

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

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **ISSCR 12TH ANNUAL MEETING 2014**

COMPANY NAME: BOOTH#:

CONTACT NAME: PHONE#:

For fast, easy ordering, go to www.freemanonco.com

FORKLIFT

Straight Time - 8:00 A.M. to 4:00 P.M. Monday through Friday
Overtime - 4:00 P.M. to 6:00 P.M. Monday through Friday
8:00 A.M. to 4:00 P.M. Saturday and Sunday
Double Time - ALL TIMES NOT MENTIONED ABOVE AS WELL AS HOLIDAYS

- **Show site prices will apply to all labor orders placed at show site**
- Start time guaranteed only at start of working day
- **One hour minimum**
- Supervisor must check in at Service Desk to pickup labour
- When scheduling dismantle labour, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT Labour - Installation			
30401	Forklift w/operator - up to 5,000 lbs - ST.....	\$194.00	\$252.00
30402	Forklift w/operator - up to 5,000 lbs - OT.....	\$241.00	\$313.00
30403	Forklift w/operator - up to 5,000 lbs - DT.....	\$288.00	\$374.00
FORKLIFT Labour - Dismantle			
31401	Forklift w/operator - up to 5,000 lbs - ST.....	\$194.00	\$252.00
31402	Forklift w/operator - up to 5,000 lbs - OT.....	\$241.00	\$313.00
31403	Forklift w/operator - up to 5,000 lbs - DT.....	\$288.00	\$374.00

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Subtotal	
_____							5% GST	
							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Subtotal	
_____							5% GST	
							Total	

FREEMAN forklift