

### SERVICE INFORMATION

#### **BOOTH EQUIPMENT**

Each 8'x10' black draped booth will include an 8' high back wall and 3' high side walls, one 6' skirted table, two side chairs, one wastebasket and a company ID sign.

#### **EXHIBIT HALL CARPET**

The exhibit area is carpeted. Should you require individual booth carpet, please see the enclosed Carpet Order Form.

#### **DISCOUNT PRICE DEADLINE DATE**

To receive the advance discount rates listed on the order forms, we must receive your order with payment by **August 29, 2012**.

### SHOW SCHEDULE

#### **EXHIBITOR MOVE-IN**

Thursday, September 13, 2012 6:00am - 9:00am

#### **EXHIBIT HOURS**

Wednesday, September 13, 2012 7:00am - 6:00pm  
 Friday, September 14, 2012 7:00am - 4:30pm

#### **EXHIBITOR MOVE-OUT**

Friday, September 14, 2012 4:30pm - 7:00pm

#### **DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty containers as soon as the show is closed.
- All exhibitor materials must be removed from the exhibit facility by **September 14, 2012 @ 7pm**.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **September 14, 2012 @ 6pm**.

### SERVICE CONTRACTOR CONTACTS/INFORMATION

#### **FREEMAN**

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

#### **FREEMAN TRANSPORTATION/CUSTOMS**

Phone: 877-478-1113  
 Fax: 905-951-3145  
 Email: kmullins@nalsi.com

#### **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 in the top right corner to create a new account. To access Freeman OnLine® for **Canadian Assn of Radiation Oncology** without using the link, go to <http://www.freemanco.com/store/show/showInformation.jsp?showID=289502&nav=02> and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at 1-888-508-5054.

## OTTAWA CONVENTION CENTRE CONTRACTORS:

### FREEMAN ELECTRICAL

940 Belfast Road  
 Ottawa, Ontario K1G 4A2  
 Phone: 613-241-6555 ext 286 Fax: 613-748-5977  
 Email: electrical.ottawa@freemanco.com

### AVW-TELAV AUDIO VISUAL SERVICES

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

### OTTAWA CONVENTION CENTRE

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

### SHIPPING INFORMATION

#### Warehouse shipping address:

**Cdn Assn of Radiation Oncology**  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 C/O Freeman  
 940 Belfast Road  
 Ottawa, Ontario, Canada K1G 4A2

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

Freeman will accept crated, boxed or skidded material beginning **August 10, 2012** at the above address. Material arriving after **September 5, 2012** will be received at the warehouse with an additional after deadline charge. **Please Note: The warehouse will be closed on September 3, 2012 in observance of Labour Day, shipments will not be accepted on this date.**

#### Show site shipping address:

**Cdn Assn of Radiation Oncology**  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 55 Colonel By Drive  
 Ottawa, Ontario, Canada K1N 9J2

Freeman will receive shipments at the exhibit facility beginning **September 13, 2012 @ 6am**. 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.

### RESTRICTIONS

#### LOADING BAYS:

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

#### LOADING AREAS:

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

#### FLOOR WEIGHT ALLOWANCE

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

#### ELEVATOR SPECIFICATIONS – SERVICE/FREIGHT

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

## POST SHOW PAPERWORK AND LABELS

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

**Please note:** All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

## MATERIAL HANDLING

If you do not wish Freeman to handle your freight, please complete the Material Handling Exemption Form contained in the service manual and return to exhibitor services. As well, a representative of your company is required on the loading dock to receive and sign for your shipments at the time of arrival or you will be charged accordingly. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/move out.

Any material handled by Freeman will be charged according to the rates listed within the service manual. **Please refer to the Material Handling Order Form contained in this service manual for charges.**

## EXHIBIT TRANSPORTATION AND CUSTOMS

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

## AS A REMINDER

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

## SMALL PACKAGES/BOXES DELIVERIES (Including Portable Display Cases)

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

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

## LABOUR INFORMATION

Booth Installation and Dismantle: If utilizing Freeman labour, please refer to the Installation & Dismantle order form to place your order for display labour. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labour will need to pick up and release their labour at the Service Desk.

## PRIVACY POLICY

Pursuant to the Personal Information Protection and Electronic Documents Act, Freeman has formalized its current practices into a privacy policy. A copy of our full privacy policy is available on request or by visiting our website at <http://www.freemanco.com/freemanco/freeman/privacy.jsp>

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

## ASSISTANCE

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

French order forms are available upon request.

## WE APPRECIATE YOUR BUSINESS.

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Ottawa Exhibitor Services at (613) 748-7180 or Freeman's Customer Support Center at (888) 508-5054.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Take advantage of the advance discount rates by placing your order by **August 29, 2012**.

#### **AVOID DELAY**

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

#### **SAFETY TIPS**

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

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

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

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

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

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

You are not allowed to ship Hazardous Materials. If you do so, you may be subject to fines or penalties for each offence.

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

### **EXHIBITOR ASSISTANCE**

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ)

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

Call Freeman's Exhibitor Services department at (613) 748-7180 ext 234 with any questions or needs you may have.

# FREEMAN

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Ottawa, Ontario K1G 4A2  
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freemanottawaES@freemanco.com



DISCOUNT PRICE  
DEADLINE DATE  
**AUGUST 29, 2012**

**INCLUDE THIS FORM  
WITH YOUR ORDER**

NAME OF SHOW: **CDN ASSOCIATION OF RADIATION ONCOLOGISTS**

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

ADDRESS: \_\_\_\_\_ BOOTH SIZE \_\_\_\_\_ X \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ CUSTOMER # \_\_\_\_\_

PHONE #: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

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

E-MAIL FOR INVOICE \_\_\_\_\_  CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

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

## METHOD OF PAYMENT

**BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL**  
The undersigned expressly consents to the digital processing and transmission of personal data which may be transmitted to the United States of America.

- COMPANY CHECK**  
Please make cheque payable to: Freeman. Cheques must be in CAN. funds drawn on a Canadian Bank or U.S funds drawn on a U.S bank.  
  
**Please reference (289502) on your remittance.  
GST # R101889426**
- CREDIT CARD**  
For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:  
 AMERICAN EXPRESS       MASTERCARD       VISA
- BANK TRANSFER**  
Bank Transfer to Bank of Nova Scotia Bank # 002  
Transit or Branch # 47696  
■ Freeman ACCT# 800020348619  
Bank of Nova Scotia  
Scotia Plaza, 44 King Street West at Bay  
Toronto, Ontario, Canada  
■ 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.**

Account No.: \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Personal Credit Card       Company Credit Card

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City, Province/State, Postal/Zip Code: \_\_\_\_\_

## ENTER TOTALS HERE

FURNISHINGS	CARPET	CARPET CLEANING	RENTAL EXHIBITS	EXHIBIT PACKAGES	EXHIBIT ACCESSORIES	TOTAL FLEX		
SIGNS & GRAPHICS	INSTALLATION LABOUR	DISMANTLE LABOUR	EXHIBIT TRANS/CUSTOMS	MATERIAL HANDLING			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](http://www.freemanco.com).
- Orders received without payment or after the deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

### TELL US WHAT YOU THINK

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

<http://feedback.freemanco.com/?289502>

**FREEMAN method of payment**

# FREEMAN

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



ALL PRICES ARE IN  
CANADIAN DOLLARS

## CDN ASSOCIATION OF RADIATION ONCOLOGISTS

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/PROVINCE/POSTAL CODE:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

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

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

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS     MASTERCARD     VISA

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/PROVINCE/POSTAL CODE:

OCTOBER 2009 (289502)

FREEMAN third party authorization

# FREEMAN

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



DISCOUNT PRICE  
 DEADLINE DATE  
**AUGUST 29, 2012**

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

NAME OF SHOW: CDN ASSOCIATION OF RADIATION ONCOLOGISTS

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

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

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

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

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

FURNISHINGS					
Qty	Part #	Description	Discount Price	Standard Price	Total
___	210108	Limerick Chair .....	29.75	38.70	_____
___	210112	Black Casey Stool .....	56.50	73.45	_____
___	210112	Grey Casey Stool .....	56.50	73.45	_____
___	71090	Black Diamond Arm Chair .....	67.85	88.20	_____
___	71089	Black Diamond Side Chair .....	57.80	75.15	_____
___	71088	Black Diamond Stool .....	84.75	110.20	_____
___	71045	Grey Gaslift Chair .....	52.00	67.60	_____
___	71047	Grey Gaslift Stool .....	62.00	80.60	_____
___	72065	Bugle Base Table .....	50.25	65.35	_____
___	11441	Grouping: Includes .....	110.00	143.00	_____
BugleBaseTable, 2 Chairs, 1 Wastebasket					

**Black Only**

___	75020	Display Cylinder/Low .....	89.00	115.70	_____
___	75021	Display Cylinder/Medium .....	98.00	127.40	_____
___	75022	Display Cylinder/High .....	104.50	135.85	_____
___	75030	Display Cube/Low .....	89.00	115.70	_____
___	75031	Display Cube/Medium .....	98.00	127.40	_____
___	75032	Display Cube/High .....	104.50	135.85	_____
___	75079	Orion Computer Kiosk .....	215.00	279.50	_____

**NOTE:** Tables are 24" wide

**Table Drape:**  Blue  Gold  Grey  Black  Red  
 White  Teal  Dark Green  Burgundy

**DRAPED**

___	124430	4' Draped Table/30"H* .....	51.50	66.95	_____
___	124630	6' Draped Table/30"H* .....	61.50	79.95	_____
___	124830	8' Draped Table/30"H* .....	71.50	92.95	_____
___	12404630	4th Side Draping-6' X 30"H* .....	30.80	40.05	_____
___	12404830	4th Side Draping-8' X 30"H* .....	30.80	40.05	_____
___	124442	4' Draped Table/42"H* .....	78.50	102.05	_____
___	124642	6' Draped Table/42"H* .....	88.50	115.05	_____
___	124842	8' Draped Table/42"H* .....	98.50	128.05	_____
___	12404642	4th Side Drape-6' x 42"H* .....	40.90	53.15	_____
___	12404842	4th Side Drape-8' x 42"H* .....	40.90	53.15	_____

**UNDRAPED**

___	125430	4' Undraped Table/30"H .....	32.00	41.60	_____
___	125630	6' Undraped Table/30"H .....	42.00	54.60	_____
___	125830	8' Undraped Table/30"H .....	52.00	67.60	_____
___	125442	4' Undraped Table/42"H .....	57.25	74.45	_____
___	125642	6' Undraped Table/42"H .....	62.25	80.95	_____
___	125842	8' Undraped Table/42"H .....	66.25	86.15	_____

Soho Tables (Black Only):

___	72067	Soho Cafe Table 30"Hx36"D .....	85.00	110.50	_____
___	72068	Soho Bistro Table 42"Hx36"D .....	95.50	124.15	_____
___	72069	Soho Cafe Table 30"Hx24"D .....	85.00	110.50	_____
___	72070	Soho Bistro Table 42"Hx24"D .....	95.50	124.15	_____

**Special Drape:**  Blue  Gold  Grey  Black  Red  
 White  Teal  Dark Green

___	12103	Special Drape- 3'High-per ft* ...	4.50	5.85	_____
___	12108	Special Drape- 8'High-per ft* ...	5.50	7.15	_____
___	121012	Special Drape-12' High-per ft* ...	8.60	11.20	_____

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

FURNISHINGS					
Qty	Part #	Description	Discount Price	Standard Price	Total
___	220121	Chrome Stanchion Retractable .....	41.60	54.10	_____
___	220118	Chrome Sign Holder .....	41.60	54.10	_____
___	220134	Chrome Easel .....	20.80	27.05	_____
___	220107	Wastebasket .....	9.75	12.70	_____
___	220110	Chrome Bag Rack .....	47.20	61.35	_____
___	750135	Round Literature Rack .....	175.00	227.50	_____
___	750136	Flat Literature Rack .....	140.00	182.00	_____

**FURNISHING TOTAL**

Subtotal	+	13% HST	=	Total
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FREEMAN furnishing

# FREEMAN

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 Ottawa, Ontario K1G 4A2  
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 freemanottawaES@freemanco.com



DISCOUNT PRICE  
 DEADLINE DATE  
**AUGUST 29, 2012**

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

NAME OF SHOW: CDN ASSOCIATION OF RADIATION ONCOLOGISTS

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


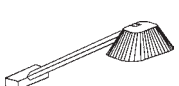
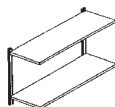
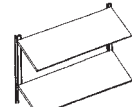
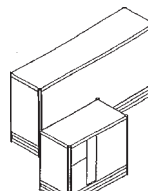
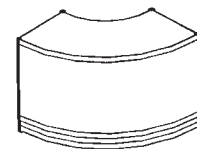
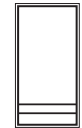


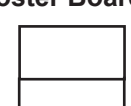
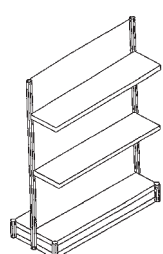
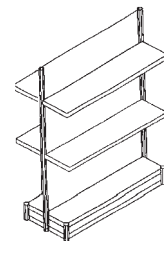

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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

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

## ACCESSORIES FOR RENTAL UNITS

<b>LIGHTS</b>   17251 17252	<b>SHELVES</b>  	<b>CABINETS</b>  
<b>Wall Panels</b>   <b>Perfboard</b> <b>Poster Board</b>  	<b>GONDOLAS</b>  	<b>SHOW CASE</b> 

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
(electrical service & labor to install lights not included)					
___	17251	Arm Light (75w).....	41.35	53.75	___
___	17252	Halogen Light.....	54.30	70.60	___
<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") ...	28.15	36.60	___
___	17206	1M Angled (37" x 12").....	28.15	36.60	___
<b>CABINETS &amp; LOCKS</b>					
circle one					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	190.05	247.05	___
___	17306	1M x 1/2M x 42" High.....	207.30	269.50	___
___	17308	2M x 1/2M x 36" High.....	244.60	318.00	___
___	17309	2M x 1/2M x 42" High.....	244.60	318.00	___
___	173010	1M Radius x 1/2M x 36" H.	207.55	269.80	___
___	173011	1M Radius x 1/2M x 42" H.	207.55	269.80	___
___	17301	Cabinet Lock.....	20.00	26.00	___
<b>SHOWCASE -White PVC only</b>					
___	17551206	Showcase 1M x 1/2M x 42"H.	179.65	233.55	___

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>WALL PANELS</b>					
circle one					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC					
___	173521	1M x 8' High.....	197.95	257.35	___
___	173525	1/2M x 8' High.....	101.25	131.65	___
<b>PERFBOARD</b>					
___	1020398	39" X 8' High.....	125.35	162.95	___
<b>POSTER BOARD</b>					
___	108024	4'W x 8' L.....	152.25	197.95	___
<b>GONDOLAS</b>					
circle one					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High.....	143.60	186.70	___
___	174581	Single Sided 1M x 8' High.....	221.80	288.35	___
___	174542	Double Sided 1M x 4' High.....	200.65	260.85	___
___	174582	Double Sided 1M x 8' High.....	279.85	363.80	___
<b>TOTAL COST</b>					
Subtotal		+	13% HST	=	Total

FREEMAN exhibit accessories



# F R E E M A N

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



DISCOUNT PRICE  
 DEADLINE DATE  
**AUGUST 29, 2012**

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

NAME OF SHOW: CDN ASSOCIATION OF RADIATION ONCOLOGISTS  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 613-748-7180 to speak with one of our experts.  
 For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com)

## GRAPHICS AND SIGNS

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

### DIGITAL GRAPHICS

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

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

- \$19.00 per sq. ft. (standard price \$28.50)
- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or colour correcting may incur additional labour charges. (See reverse side for graphic guidelines.)

### LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

#### File Information:

Electronic File Name \_\_\_\_\_  
 Application \_\_\_\_\_  
 PMS Colors \_\_\_\_\_

#### Backing Material:

- Foamcore  Masonite   
 PVC  Plexi   
 Gatorfoam  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" _____ @	\$33.80	\$50.70 = \$	_____
7" x 22" _____ @	\$39.05	\$58.60 = \$	_____
7" x 44" _____ @	\$57.20	\$85.80 = \$	_____
9" x 44" _____ @	\$62.45	\$93.70 = \$	_____
11" x 14" _____ @	\$41.65	\$62.50 = \$	_____
14" x 22" _____ @	\$70.25	\$105.40 = \$	_____
14" x 44" _____ @	\$80.65	\$121.00 = \$	_____
22" x 28" _____ @	\$80.65	\$121.00 = \$	_____
28" x 44" _____ @	\$158.70	\$238.05 = \$	_____
20" x 60" (white only) _____ @	\$156.05	\$234.10 = \$	_____
40" x 60" (white only) _____ @	\$309.55	\$464.35 = \$	_____

Note: File conversion, retouching, cloning or color correcting may incur additional labour charges. (See page 2 for graphic guidelines.)

#### INDICATE YOUR SIGN COPY HERE:

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

Vertical  Horizontal  Use Your Judgment For Sign Layout

Background Color: \_\_\_\_\_  
 Lettering Color: \_\_\_\_\_

TOTAL COST		
Subtotal	+	13% HST
	=	Total

FREEMAN graphics & signs

# FREEMAN

## 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.

### 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

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

## FTP Information

Please contact David Blackburn for the password and a link to our site at the above phone number or by email. [david.blackburn@freemanco.com](mailto:david.blackburn@freemanco.com)

## 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

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.

Files may also be posted to Freeman's FTP site, however a hard copy proof and backup of the files on CD/DVD are required!

If you have any additional questions concerning file make-up, logos, resolution, etc. you may also contact the Graphics Manager listed on the left.

Please visit us at:  
[www.freemanco.com](http://www.freemanco.com)

06/07

# F R E E M A N

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



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

NAME OF SHOW: CDN ASSOCIATION OF RADIATION ONCOLOGISTS

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

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

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

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

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

## DISPLAY LABOUR (One Hour Minimum per Worker)

Description	Advance	Showsite
<b>Straight Time-</b> 8:00 A.M. to 4:00 P.M. Monday through Friday.....	\$ 45.00	58.50
<b>Overtime-</b> 6:00 A.M. to 8:00 A.M. and 4:00 P.M. to 12:00 Midnight Monday through Friday		
6:00 A.M. to 12:00 Midnight Saturday and Sunday.....	\$ 67.50	87.75
<b>Double Time-</b> 12:00 Midnight to 6:00 A.M. and recognized holidays .....	\$ 90.00	117.00

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

## INSTALLATION LABOUR

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

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

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

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

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

## DISMANTLE LABOUR

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

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

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

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

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

FREEMAN installation & dismantle

NAME OF SHOW: **CDN ASSOCIATION OF RADIATION ONCOLOGISTS**

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

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

**FREEMAN SUPERVISED LABOUR**

***IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.***

**INBOUND SHIPPING & SET UP INFORMATION**

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total No. of: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

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

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: \_\_\_\_\_ Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

SHIP TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**METHOD OF SHIPMENT**

- Freeman Exhibit Transportation:**
  - Common Carrier
  - Air Freight       Next Day       2nd Day       Deferred       Expedited
- Other (list carrier name & phone number):**
  - Other Common Carrier: \_\_\_\_\_
  - Other Air Freight: \_\_\_\_\_
  - Van Line: \_\_\_\_\_

**FREIGHT CHARGES**

- Prepaid       Collect
- Bill To: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**In the event your selected carrier fails to show on final move-out day, please select one of the following options:**

- Reroute via Freeman's choice
- Deliver back to Freeman warehouse at Exhibitor's expense.

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

**FREEMAN installation & dismantle**



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

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

NAME OF SHOW: CDN ASSOCIATION OF RADIATION ONCOLOGISTS  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

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

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

**EXHIBIT TRANSPORTATION**

**TIPS FOR EASY ORDERING**

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

**SELECT SERVICE(S):**

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

**PICK UP INFORMATION:**

Requested Pick Up Date: \_\_\_\_\_

IRS #: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

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

**DESTINATION**

- I will be shipping to the **WAREHOUSE**  
**Exhibiting Company Name / Booth #**  
**CDN ASSN OF RADIATION ONCOLOGISTS**  
 C/O: Freeman  
 940 Belfast Road  
 Ottawa, Ontario, Canada K1G 4A2

**MUST BE DELIVERED BY SEPTEMBER 5, 2012**

- I will be shipping to the **SHOWSITE**  
**Exhibiting Company Name / Booth #**  
**CDN ASSN OF RADIATION ONCOLOGISTS**  
 C/O: Freeman  
 Ottawa Convention Centre, 55 Colonel By Drive  
 Ottawa, Ontario, Canada K1N 9J2

**CANNOT BE DELIVERED BEFORE SEPTEMBER 12, 2012**

**TYPE OF SERVICE - Choose One**

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

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

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

**SHIPPING INFORMATION**

**Items to be shipped**

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

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

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

**OUTBOUND SHIPPING**

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

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

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

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

**SHOW # 289502**

**FREEMAN exhibit transportation & customs**



CANADA CUSTOMS INVOICE

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

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

<p>VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>Yes <input checked="" type="checkbox"/> OUI NO <input type="checkbox"/> NON</p>	<p>9. Condition of Sales and Terms of Payment (I.e.: Sale, Consignment Shipment, Lease of Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)</p>
---	--

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

11. No. of Pkgs. / Nbre. De colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics, i.e. Grade Quality / Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques, p. ex. Classe, qualité)	13. Quantity (State Unit) / Quantité (Préciser l'unité)	14. Unit Price / Prix Unitaire	15. Total / Valeur de Remplacement
1	Case - Display Booth (knockdown) with Graphics.	1	\$6,000.00	\$6,000.00
1	Box of Company Brochures "Title: Vegetable & Things"	1	\$120.00	\$120.00
1	Box of give-away Pens	150	\$0.25	\$37.50

Canadian Customs Clearance by: Freeman 1-877-478-1113

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

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

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

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

North American Logistics Inc

Page \_\_\_\_\_ of \_\_\_\_\_

<p>1. Vendor (Name and Address) / Vendeur (Nom et Adresse)</p>	<p>2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada</p> <p>3. Other References (Include Purchaser's Order No.) Autres references (include le no de commande de l'acheteur)</p>
<p>4. Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p style="text-align: center; margin-top: 20px;">Show: _____ Booth#: _____</p>	<p>5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il differe du destinataire)</p>
	<p>6. Country of Transshipment / Pays de transbordement</p>
	<p>7. Country of Origin of Goods Pays d'origine des marchandises</p> <p style="font-size: small;">If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines ddifferentes, en preciser la provenance en 12</p>
<p>VII. Is this a related company transaction? Est-ce que les compagnies sont liees entre elles?</p> <p>Yes <input type="checkbox"/> OUI          NO <input type="checkbox"/> NON</p>	<p>9. Condition of Sales and Terms of Payment (I.e.: Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalites de paiement. (Ex. Vente, Expedition en consignation, location de marchandises, etc.)</p>
<p>8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Preciser mode et Lieu d'epcdition directe vers le Canada</p> <p style="text-align: center; margin-top: 20px;">Via _____</p>	<p>10. Currency of Settlement / Devises du paiement</p>

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

<p>XI.1 Total Number of Pieces / Nombre total de pieces</p>	
<p>18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 a 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/></p>	<p>16. Total Weight / Poids total</p> <p>Net _____ Gross / Brut _____</p>
<p>17. Invoice Total Total de la facture</p>	

<p>19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il differe du vendeur)</p>	<p>20. Originator (Name and Address) Expditeur d'origine (Nome et adresse)</p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">Same as Consignee</p>
<p>21. Departmental Ruling (if applicable) Decision ministerielle (s'il y a lieu)</p>	<p>22. If fields 23 to 25 are not applicable, check this box Si les zones 23 a 25 sont sans objet, cocher cette case</p> <p style="text-align: right; font-size: 1.5em;"><input checked="" type="checkbox"/></p>

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

940 Belfast Road

Ottawa, Ontario K1G 4A2

Tel: (613) 748-7180 • Fax: (613) 748-5977

freemanottawaES@freemanco.com



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

NAME OF SHOW: CDN ASSOCIATION OF RADIATION ONCOLOGISTS

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

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

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

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

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

## MATERIAL HANDLING SERVICES

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

Description	Price Per CWT	200 lb. Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment ST (200 lb. minimum) beginning AUGUST 10, 2012</b>		
Crated or Skidded Shipment.....	\$ 52.00	104.00
Special Handling Shipment.....	\$ 67.60	135.20
<b>Show Site Shipment ST (200 lb. minimum) beginning SEPTEMBER 13, 2012</b>		
Crated or Skidded Shipment.....	\$ 42.00	84.00
Special Handling Shipment.....	\$ 54.60	109.20
Uncrated or Pad Wrapped Shipment.....	\$ 63.00	126.00
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment .....	\$ 35.50	
Per Shipment (after SEPTEMBER 5, 2012).....	\$ 44.50	

\*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:

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after <b>SEPTEMBER 5, 2012</b> .....	\$ 13.00	26.00
Show Site Shipment <b>SEPTEMBER 13, 2012 after 9AM</b> .....	\$ 10.50	21.00
<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 10.50	21.00
Special Handling Shipment.....	\$ 13.65	27.30
Uncrated or Pad Wrapped Shipment.....	\$ 15.75	31.50
<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 10.50	21.00
Special Handling Shipment.....	\$ 13.65	27.30
Uncrated or Pad Wrapped Shipment.....	\$ 15.75	31.50

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

### Tips to Save on Material Handling

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

6/08 - 60 lbs. charged @ 200 lbs. \$104.00

6/10 - 52 lbs. charged @ 200 lbs. \$104.00

6/11 - 65 lbs. charged @ 200 lbs. \$104.00 = \$312.00

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. @ 200 lbs = \$104.00

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

13% HST	
<b>Total</b>	

FREEMAN material handling



# SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

## **What are Stacked Shipments?**

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

## **What is Shipment Integrity?**

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

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

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

## **What are Mixed Shipments?**

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

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

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

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

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

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

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

# FREEMAN

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



## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

FREEMAN outbound shipping

NAME OF SHOW: CDN ASSOCIATION OF RADIATION ONCOLOGISTS  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

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

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

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

### SHIPPING INFORMATION

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

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

#### FREEMAN EXHIBIT TRANSPORTATION

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

OTHER COMMON CARRIER \_\_\_\_\_

VAN LINE \_\_\_\_\_

OTHER AIR FREIGHT \_\_\_\_\_

- Next Day
- Second Day
- Deferred

CARRIER PHONE NUMBER \_\_\_\_\_

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

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

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

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

DESIRED NUMBER OF LABELS: \_\_\_\_\_

**F R E E M A N**

EXHIBITION MATERIAL

**RUSH**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE SEPTEMBER 12, 2012**

TO: \_\_\_\_\_

c/o **Freeman**

**OTTAWA CONVENTION CENTRE**

**55 COLONEL BY DRIVE**

**OTTAWA, ONTARIO, CANADA**

**K1N 9J2**



Event \_\_\_\_\_

Booth No. \_\_\_\_\_ No. of pcs \_\_\_\_\_ Carrier \_\_\_\_\_

**F R E E M A N**

EXHIBITION MATERIAL

**RUSH**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE SEPTEMBER 12, 2012**

TO: \_\_\_\_\_

c/o **Freeman**

**OTTAWA CONVENTION CENTRE**

**55 COLONEL BY DRIVE**

**OTTAWA, ONTARIO, CANADA**

**K1N 9J2**



Event \_\_\_\_\_

Booth No. \_\_\_\_\_ No. of pcs \_\_\_\_\_ Carrier \_\_\_\_\_

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

**F R E E M A N**

EXHIBITION MATERIAL

**RUSH**

**DO NOT DELAY**

**MUST BE DELIVERED BY SEPTEMBER 5, 2012**

TO: \_\_\_\_\_

c/o **Freeman**

**940 BELFAST ROAD**

**OTTAWA, ONTARIO, CANADA**

**K1G 4A2**

**WAREHOUSE**



Event \_\_\_\_\_

Booth No. \_\_\_\_\_ No. of pcs \_\_\_\_\_ Carrier \_\_\_\_\_

**F R E E M A N**

EXHIBITION MATERIAL

**RUSH**

**DO NOT DELAY**

**MUST BE DELIVERED BY SEPTEMBER 5, 2012**

TO: \_\_\_\_\_

c/o **Freeman**

**940 BELFAST ROAD**

**OTTAWA, ONTARIO, CANADA**

**K1G 4A2**

**WAREHOUSE**



Event \_\_\_\_\_

Booth No. \_\_\_\_\_ No. of pcs \_\_\_\_\_ Carrier \_\_\_\_\_

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

# 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 Decorating Services, Inc. and Freeman Decorating 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.

### **LABOUR UNDER THE SUPERVISION OF EXHIBITOR**

#### **RESPONSIBILITIES:**

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

#### **INDEMNIFICATION:**

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

#### **IMPORTANT**

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

# MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

b. **MAXIMUM RECOVERY.** If found liable for any loss, FREEMAN'S sole and exclusive

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

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

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

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

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

# FREEMAN



## 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 Decorating 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.

(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 in these instructions to receive notice.

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

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

**8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$2.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE**

**APPROPRIATE VALUATION CHARGE.** Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):**

- (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures;
- (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing;
- (c) Personal effects, including without limitation, papers and documents;
- (d) 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

- (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

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

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, 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.

(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 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 Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 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.

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

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

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

**4. PACKAGING AND CRATES:** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct Postal code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

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

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

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

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

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

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

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

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

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
- (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
- (c) personal effects;
- (d) and other inherently fragile or unique items, including prototypes, etc.

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

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

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

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

(a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

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

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for over-charge 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: Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370.

**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.



# F R E E M A N

940 Belfast Road  
 Ottawa, Ontario, Canada K1G 4A2  
 Ph: 613.241.6555 • Fax: 613.748.5977  
 E: [electrical.ottawa@freemanco.com](mailto:electrical.ottawa@freemanco.com)

**DISCOUNT PRICE  
 DEADLINE DATE  
 August 28, 2012**

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

Project# 289502 | WT# 20218

## Canadian Association of Radiation Oncology 2012 Ottawa Convention Centre, September 13 - 14, 2012

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

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

PHONE #: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

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

CUSTOMER # \_\_\_\_\_

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

### ELECTRICAL OUTLETS

#### 110/120 VOLT

QTY		Discount Price	Standard Price	TOTAL
_____	750 Watts duplex service [40-7-7]	\$ 95.00	\$123.50	=\$ _____
_____	1500 Watts duplex service [40-7-15]	\$120.00	\$156.00	=\$ _____
_____	15 amps dedicated quad circuit [40-7-17]	\$131.00	\$170.30	=\$ _____
_____	20 amps dedicated quad circuit [40-7-20]	\$168.00	\$218.40	=\$ _____

Additional Options which may be added to any of the above 110/120 volt services:

_____	24hrs Continuous Service [40-7-999]	\$ 75.00	\$ 97.50	=\$ _____
_____	Under Carpet/Alternate Location [40-7-999]	\$150.00	\$195.00	=\$ _____

### LIGHTING

_____	Arm Light fixture (150 watt C-clamp) [40-19-101]	\$ 29.00	\$ 37.70	=\$ _____
_____	300 watt QUARTZ light stand [40-19-103]	\$ 64.00	\$ 83.20	=\$ _____
_____	300 watt FLOOD light stand [40-19-105]	\$ 69.00	\$ 89.70	=\$ _____
_____	4' Track Light fixture (hardwall exhibits)[40-19-4]	\$101.00	\$131.30	=\$ _____

### ACCESSORIES

_____	Extension Cord (15-foot /4.57 metre) [40-30-15]	\$ 22.00	\$ 28.60	=\$ _____
_____	Multi-outlet Power Strip [40-30-5]	\$ 25.00	\$ 32.50	=\$ _____

### SPECIAL REQUIREMENTS

Please don't hesitate to contact us at **613.241.6555** or [electrical.ottawa@freemanco.com](mailto:electrical.ottawa@freemanco.com) if you require any additional electrical~display lighting information and/or services.

**SPECIAL REQUIREMENT:**

\_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ = \$ \_\_\_\_\_

### Additional Information

To honor the Discount Price your order must be remitted **with payment** by the above noted deadline date.

Only an authorized FREEMAN qualified electrical representative is permitted to make a connection to any of the facility's power sources.

No electrical equipment shall be restarted after failure until a FREEMAN qualified electrical representative has been inspected and corrected the malfunction. Service Charges may apply.

**CANCELLATION:** Cancellation must be made by telephone and accompanied by fax and/or email notification. A 50% refund will be applied on standard listed items on this form if cancelled less than [2] days prior to installation. No refund is applicable to installed services cancelled on-site, and/or special order items (ie. 208 volt, 220 volt, transformers, generators, specialty lighting).

Electrical rates quoted include labour, equipment, service while in use with installation to the back centre wall of booth area. Island Booths must have a scaled floor plan included with orders indicating desired power drop location. If non-standard or undercarpet wiring is required, please select that item in addition to required 110/120 volt service.

Electricity is turned on prior to show opening and turned off at show closing on show days. If you require power at any other time, please select that item in addition to required 110/120 volt service.

Power will be turned off immediately after final show closing. If you require power beyond these time limits, you will need to make special arrangements prior to show opening at an additional cost. Please send these requirements with your advance orders.

Disputes/Claims: All disputes and claims must be settled prior to the official exhibit closing.

### TOTAL COST

<b>SUBTOTAL</b>	\$ _____
<b>13% HST Tax</b> HST# R101889426	\$ _____
<b>GRAND TOTAL</b>	\$ _____

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

FREEMAN electrical

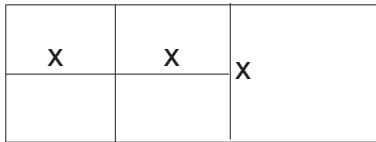
# ELECTRICAL INSTRUCTIONS & CONDITIONS

## HOW TO CALCULATE YOUR ELECTRICAL REQUIREMENTS:

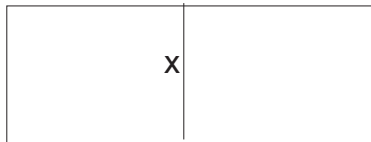
1. To order power for your lights, take the wattage on the bulb and multiply by the number of lights you are using.
2. For equipment, you may place your order by reading the rating plate on each individual piece of equipment. A separate outlet should be ordered for each piece of equipment as well as each location you require power. Rating plates are located on all pieces of electrical equipment and will indicate wattage, amperage or horsepower, voltage and phasing.
3. Separate breakered equipment require a minimum 15 amp or 20 amp dedicated quad-box circuit.

## WHERE YOUR OUTLET WILL BE LOCATED IN YOUR BOOTH:

1. Your power will be installed in one location as indicated in the following diagrams, typically outlets will be placed on the floor in the back of the booth.
2. If power is required in locations other than those indicated below, secondary distribution will be billed on a time and material basis.
3. If a location for power in island booths is not provided prior to show move-in, you will be charged time & material for installation of main power as well as secondary distribution.



LINE BOOTHS / PENINSULA



BACK TO BACK PENINSULA



ISLAND BOOTH

Please see #3 above

## OTHER:

1. **Additional Labor is required for:** all overhead distribution of electrical wiring, including coaxial cable, fiber optics, CAT5, etc. and the distribution of same from product to booth and from booth to booth, installation of lighting, electrical equipment, lighted signs, etc., when the combination of all outlets is greater than 20 amps or voltage is higher than 120 volts, for inspection of exhibitors power panels and equipment pre-wired to plug into our system. Billing will be done on a time and material basis. Please see Electrical Labor Order Form to place your order.
2. All material and equipment provided by Freeman Electrical Services is for rental purposes only and remains the property of Freeman Electrical Services. The provisions will be removed at the close of the show. The Exhibitor shall be held responsible for it's loss and/or damage compensation to Freeman Electrical Services.
3. All equipment regardless of power source, must comply with Federal (Canadian Safety Association), Provincial (Electrical Safety Authority of Ontario), and local Municipal codes. Freeman Electrical Services reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman Electrical Services is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor-work. All multi-outlet devices shall have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors' equipment will be modified to conform to Freeman Electrical Service's cord caps and will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth or provide access.
8. The first ninety feet of cabling provided to deliver power to your booth is free. If additional cable is necessary to power your booth, it will be charged on a time and material basis.
9. Power sharing is not permitted between exhibitors.

# ELECTRICAL SERVICES

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

## How do I know how much power I need?

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

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

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

## Do I need to order labour?

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

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

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

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

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

## Is the price for power per day?

Outlet or connection prices are typically for an entire show.

## What is 24 hour power?

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

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

## Where does the power come from?

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

## Where will my power be located?

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

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

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

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

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

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

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

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

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

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

**Can I run my extension cords under the carpet myself?**

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

**Will my floor work be completed before I arrive?**

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

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

Labour and material charges apply.

**When will my power be turned on?**

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

**Do I need lighting?**

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

**Can I hang my own lights?**

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

**Do I need to order power for my lighting?**

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

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

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

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

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

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

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

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

**Additional questions?**

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to [www.myfreemanonline.com](http://www.myfreemanonline.com).

# ELECTRICAL USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. We recommend that you refer to a specification sheet or the electrical stamp or label usually located on the back or bottom of any electrical apparatus and order one outlet for each piece of equipment to avoid tripping/power outages during the event.

**100 WATTS = 1 AMP**

	<b>WATTAGE</b>		<b>WATTAGE</b>
Blender	1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700 - 1100
Credit Card Reader / Lead Retrieval	100	Juicer	
Cash Register	100 - 200	Single	800
Coffee Pot		Double	1200-2000
Household size	1200	Laminator	2000
Large Brewer	1500 - 2000	Lead Retrieval / Card Reader	100
Computers		Microwave Oven	1200 – 2000
Desk Top (monitor & CPU)	400	Mixer	1200 – 1000
Lap Top	200	Plasma TV – 32” to 50”	1000
Monitor (independent)	200	Popcorn Maker	1200-2000
Computer Printer		Refrigerator	
Dot Matrix	500	Small	500
Laser	400 - 1000	Regular	700
Crock Pot	200 -1000	Meat Slicer	1200-2000
DVD Player	100	Steamer	2000
Electric Frying Pan	1200 - 2000	Stereo (amplifier)	250 - 500
Fax Machine	400	Television	400-1200
Food Processor	1200 – 2000	Toaster	1000
Glue Gun	300	Toaster Oven	1500-2000
Griddle	1200-2000	Typewriter	400
Hair Dryer	1200-2000	Vacuum Cleaner	1200-2000
Heat Lamps (per lamp)	250-500	Water Cooler	250-500
Heater (portable)	1500 - 2000		
Hot Plate			
Single	1000		
Double	1500 – 2000		

# FREEMAN

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

Project# 289502 | WT# 20218

## Canadian Association of Radiation Oncology 2012 Ottawa Convention Centre, September 13 - 14, 2012

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

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

PHONE #: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

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

CUSTOMER # \_\_\_\_\_ OR  CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

**FREEMAN hanging sign labor**

### HANGING SIGN LABOR AND EQUIPMENT

**INSTRUCTIONS**

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 100 lbs., notify Freeman immediately for special authorization.

**SIGN DESCRIPTION, SIZE & WEIGHT**

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

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_

Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_

Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

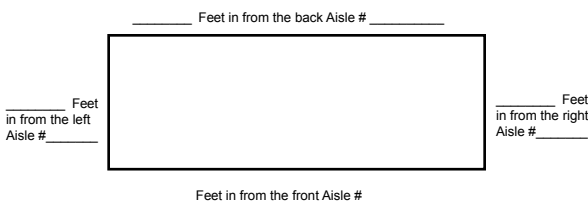
Weight of Sign: \_\_\_\_\_

Does Your Sign Require Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

Is Your Sign Designated to Rotate? \_\_\_\_\_ Yes \_\_\_\_\_ No

**PLACEMENT DIAGRAM**

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



Number of feet from floor to top of sign: \_\_\_\_\_

**EQUIPMENT & LABOR RATES TO HANG SIGNS**

Straight Time 8:00 A.M. to 5:00 P.M., Monday through Friday

Overtime 5:00 P.M. to 8:00 A.M. Monday through Friday

ALL DAY Saturday & Sunday

Double Time

ALL DAY recognized holidays

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

**Equipment With Crew**

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

**LABOUR RATES** [per hour]

	Straight Time	Overtime	DoubleTime
Advance Rate	\$ 75.00	\$ 112.50	\$ 150.00
Show Site Rate	\$ 93.75	\$ 140.63	\$ 187.50

**LIFT EQUIPMENT RATES** [per hour]

	Scissor Lift	Articulating Boom Lift
Advance Rate	\$ 100.00	\$ 145.00
Show Site Rate	\$ 125.00	\$ 181.25

**INSTALLATION** Estimate

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

**ESTIMATED INSTALLATION COST: \$ \_\_\_\_\_**

**DISMANTLE** Estimate

\*Time required to dismantle est. @ 50% of total installation estimate\*

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

**ESTIMATED DISMANTLE COST: \$ \_\_\_\_\_**

<b>TOTAL COST</b>	
<b>SUBTOTAL</b>	\$ _____
<b>13% HST Tax</b>	\$ _____
HST# R101889426	
<b>GRAND TOTAL</b>	\$ _____

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

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

\_\_\_\_\_ No Supervision required      \_\_\_\_\_ Freeman      \_\_\_\_\_ Exhibitor Personnel      \_\_\_\_\_ Display House

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

# F R E E M A N

940 Belfast Road

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Ph: 613.241.6555 • Fax: 613.748.5977

E: [electrical.ottawa@freemanco.com](mailto:electrical.ottawa@freemanco.com)

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

Project# 289502| WT# 20218

**Canadian Association of Radiation Oncology 2012**  
Ottawa Convention Centre, September 13 - 14, 2012

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## **STRUCTURAL INTEGRITY STATEMENT**

### **THIS FORM MUST BE RETURNED**

### **FOR ALL SUSPENDED STRUCTURES**

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\_\_\_\_\_, the contracted exhibitor for the above show and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the ASSOCIATION, the OTTAWA CONVENTION CENTRE, FREEMAN, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, nes, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be veri ed (metered) on site at exhibitor's expense.

EXHIBITING COMPANY: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

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

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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

DISPLAY HOUSE/BUILDER (if applicable): \_\_\_\_\_

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

PRINTED NAME: \_\_\_\_\_

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

Please complete and return form to:

**FREEMAN Electrical**  
**940 Belfast Road**  
**Ottawa, ON K1G 4A2**  
**Fax# 613.748.5977**

**FREEMAN structural integrity statement**

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## GUIDELINES FOR BANNER HANGING

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

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

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

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

### CAN WE HELP YOU?

Please don't hesitate to contact us at 613-241-6555 or at [electrical.ottawa@freemanco.com](mailto:electrical.ottawa@freemanco.com) for any additional information, assistance or product and services information we can provide you in establishing and confirming your event's rigging/electrical/mechanical services.

We value your business and look forward to your call!



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## **RIGGING & OVERHEAD SAFETY POLICY**

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

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

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

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

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

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

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

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

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

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

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

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

### **CAN WE HELP YOU?**

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We value your business and look forward to your call!

# APPENDIX B

## BOOTH CLEANING

**Cleaning services include vacuuming and garbage pick-up.**

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

### Cost

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

### Method of payment

(Must be made at time of ordering):

CHEQUE  made payable to the Ottawa Convention Centre

CREDIT CARD (please check):  Visa  Mastercard  AMEX

CARDHOLDER'S NAME (Please print)	CARD NUMBER
CARDHOLDER'S SIGNATURE	EXP. DATE <span style="float: right;">3 DIGIT SECURITY CODE</span>
CLIENT SIGNATURE	DATE

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

# APPENDIX A

## EXHIBITOR SAMPLING GUIDELINES

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

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

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

### Option #1- Manufacturer of Product

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

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

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

### Option #2 – Non-manufacturers of Product

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

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

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

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

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

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EXHIBITOR SIGNATURE

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DATE

# APPENDIX A

## EXHIBITOR SAMPLING AUTHORIZATION REQUEST & WAIVER FORM

BOOTH NUMBER OR ROOM NUMBER

SHOW NAME and DATE

COMPANY NAME

TELEPHONE NUMBER

ON-SITE CONTACT NAME

E-MAIL ADDRESS

FAX

ADDRESS

**Product(s) for Sampling:** \_\_\_\_\_  
\_\_\_\_\_

**Check Applicable Line:**

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

*\*Signed Event Order and Payment Required*

### RELEASE AND INDEMNITY AGREEMENT

This Agreement is by and between Ottawa Convention Centre and \_\_\_\_\_

Above Named Customer

In consideration of the terms and conditions set forth below, Caterer and Exhibitor, intending to be legally bound, agree as follows:

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

\_\_\_\_\_  
Exhibitor Signature & Date

\_\_\_\_\_  
OCC Sales & Date

*(All catering orders or authorization requests must be received three (3) weeks prior to the event date.)*

*Save and e-mail the completed form to [eventservices@ottawaconventioncentre.com](mailto:eventservices@ottawaconventioncentre.com) or print and fax the completed form to the Ottawa Convention Centre at 613-563-7646.*

# APPENDIX C

## TEMPORARY COLD WATER SERVICE

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

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

### Cost

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

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

### Method of payment

(Must be made at time of ordering):

CHEQUE  made payable to the Ottawa Convention Centre

CREDIT CARD (please check):  Visa  Mastercard  AMEX

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

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

# APPENDIX H

## EMERGENCY PROCEDURES – GENERAL OVERVIEW

### Fire Procedure

- Two-stage alarm: the alarm will go into first stage to allow the Emergency Response Team (ERT) to respond and investigate. If there are any concerns or if the system detects further problems, the alarm will go into evacuation mode (second stage). The Ottawa Fire Department will respond immediately upon activation of a first stage alarm.
- A member of the ERT will begin to provide instruction via the P/A system within a matter of minutes of the initial activation of the alarm. Although we ask that our clients 'prepare' to evacuate, there is normally no requirement to evacuate the Centre during a first stage fire alarm.
- There are a minimum of two Emergency Response Team (ERT) members on the property 24 hours a day, 7 days a week. During open hours there are also a number of trained and identifiable Fire Floor Wardens that will be with you within a minute or two and will be providing direction and support.
- As required by law, the Ottawa Convention Centre conducts regular simulations of our emergency procedures, to test the knowledge, skills, and abilities of our ERT and our staff.

### Guest, Employee Injury or Sickness – First Aid

- Our ERT members are trained in First Aid and CPR. Extensive emergency supplies, including oxygen, and AED (automatic defibrillation) equipment, are maintained on site. There is a dedicated first aid room located on the B1 Level next to Security Control.
- During large events we also have the option of contracting paramedics, on behalf of our clients. When paramedics are not on duty, our ERT members will attend to this area on an incident by incident basis.

### Riot, Civil Disturbances/ Demonstrations

- The Centre has a detailed plan and response to any type of civil disturbance. The details of this plan remain proprietary to the Centre.
- Procedures include perimeter protection, staff assignments, police involvement, internal sheltering, alternate evacuation routes, HVAC shut down procedures, etc.

### Threat response

- The Centre also has a plan and response process for handling threats. Process includes actions when receiving a threat, phone call check lists, notification process, command centre control, search plan, police participation, evacuation, etc.
- The program is managed by the ERT in cooperation with the Manager of Security and local authorities. Should a threat situation arise, meeting organizers will be involved, as necessary, in the response process.

### Power Failures

- The Centre has a substantial emergency generator and backup power infrastructure. The generator will take approximately 40 seconds to be up and running. The generator will provide adequate lighting to all areas in the Centre. From a client perspective, the generator is not designed to provide power to support all regular activities, however to provide ample lighting and support to facilitate a response to any emergency situation and to ensure the safety of our guests and employees.

## Emergency Preparedness – General (Earthquakes and Other Major Disasters)

- The Centre also maintains processes to support in the response of significant incidents.

**Procedures address such things as:**

- Emergency Response Coordinators
- Command Posts
- Off Site – Alternate Command Post
- Floor Plans
- Additional Equipment
- Evacuation
- Additional security
- Guest Support
- On Call and Support Staff
- Engineering Support
- Internal and External Sheltering
- Emergency Supplies
- Information Updates – Communications Network
- Message Centers
- Etc.

# APPENDIX I

## ON SITE VEHICLE DISPLAY REGULATIONS

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

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

### The undersigned has read and agrees to the following:

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

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

\_\_\_\_\_  
CLIENT NAME

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

\_\_\_\_\_  
EVENT

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
CLIENT SIGNATURE

\_\_\_\_\_  
DATE

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